

GOVERNMENT OF INDIA  
DEPARTMENT OF ARCHAEOLOGY  
**CENTRAL ARCHAEOLOGICAL  
LIBRARY**

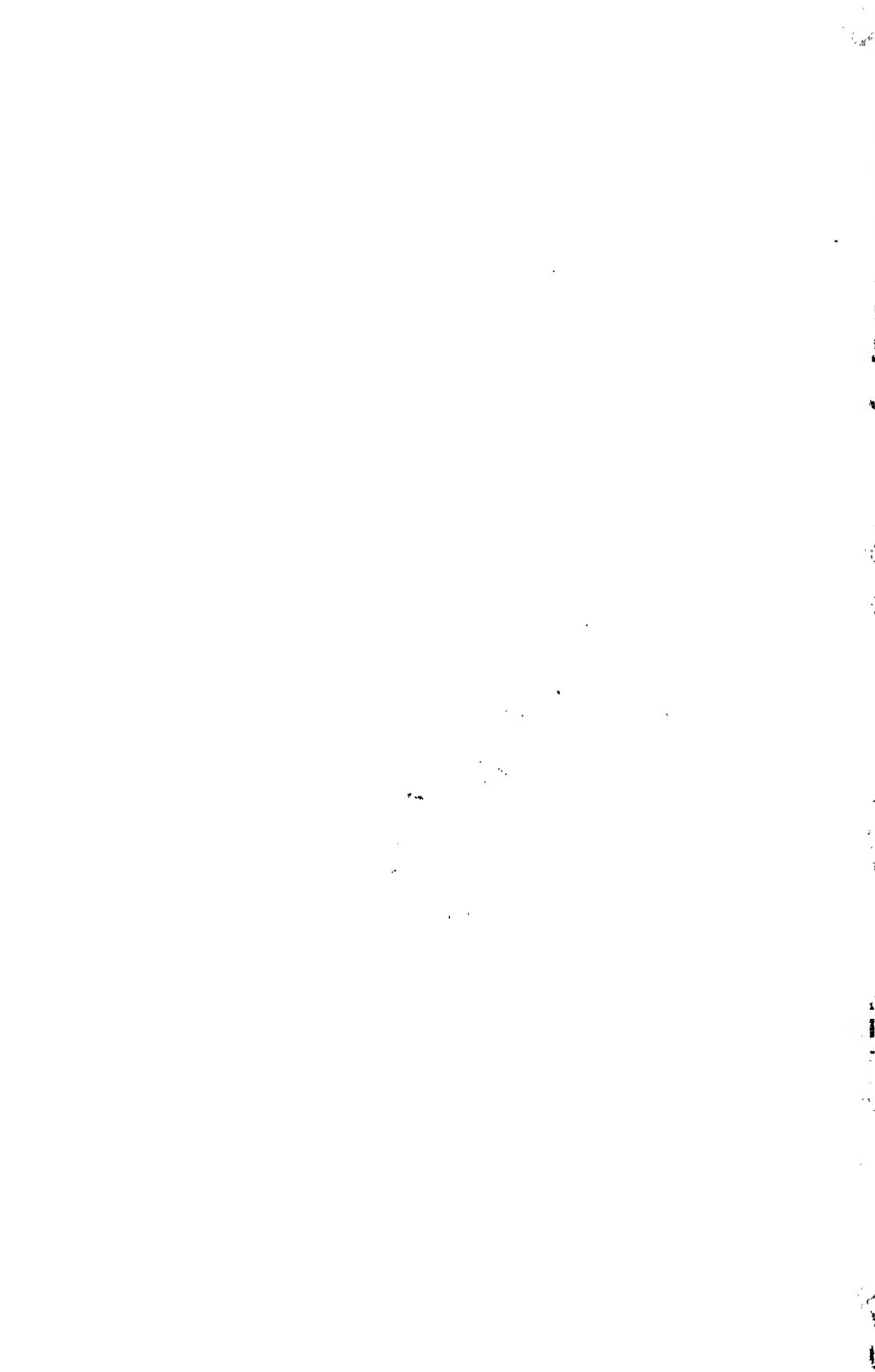
CALL NO. 025.3 His

D.G.A. 79.





A. L. A. RULES FOR  
Filing Catalog Cards



# A. L. A. RULES FOR Filing Catalog Cards

*Prepared by a Special Committee*  
SOPHIE K. HISS, CHAIRMAN

025.3  
Hiss



AMERICAN LIBRARY ASSOCIATION  
CHICAGO, ILLINOIS, 1942

PUBLISHER'S NOTE

The rules presented in this volume are offered as representing the best accepted practice. The presentation of the material, particularly the showing of relationships, has presented many problems. Users are urged to send comment, criticisms and suggestions to the publishers to the end that reprints or revised editions may better serve their purpose.

CONTINUATION OF PREVIOUS NUMBER  
15145  
1813/58  
025.3/His

*Second printing, with corrections, April, 1943*

COPYRIGHT 1942 BY THE AMERICAN LIBRARY ASSOCIATION

*Manufactured in the United States of America*

# Preface

THE arrangement of cards in the dictionary catalogs of American libraries has been influenced to a large extent by the principles laid down by C. A. Cutter in his *Rules for a printed dictionary catalogue* in 1876 and revised in a final (4th) edition in 1904. The many variations to be found in present-day library practice have grown out of differences in the interpretation and in the expansion of the Cutter rules; and also, in part, out of a need felt in many libraries for a simplification of the Cutter classed arrangements.

The present code is based on a comparative study of filing rules which have appeared in printed codes and in manuals of library science; and also of the practices in a number of large and medium-sized public and university libraries. The comparison showed few rules with no variants; some rules where a generally accepted practice is clearly indicated; many rules where two practices are in equal use and apparently equally satisfactory; and finally, in regard to the more perplexing problems of arrangement, a wide diversity of practice and opinion.

The code attempts to provide a set of alphabetizing rules in accord with the most generally accepted usage. In addition, it offers rules for both a grouped and an alphabetic order of arrangement under certain types of headings. The grouped arrangement is suitable when a large number of entries is to be filed under an author, a place or a subject heading, but it depends for clearness and ease in consultation upon a very full and carefully planned system of guide-cards and upon explicit directions to the users of the catalog. The alphabetic arrangement is self-explanatory and is probably easier to consult when entries under place or subject are being sought. In the absence of a definite knowledge as to the psychological approach of the user to the catalog, it does not seem advisable to insist dogmatically that one alternative is to be preferred to the other. The size of the catalog, the character of the collection, and the nature of the clientele to be served will influence the choice of alternative. Consistency throughout the catalog is in general desirable but may be disregarded in special instances pro-

vided that the guide-cards at the given point show with precision the order adopted.

The separation of the subject catalog from the author and title catalog, which in recent years has been adopted by a number of libraries, does not require changes in the general alphabetizing rules. The divided catalog simplifies to some extent the problem of the order of entries, but does not alter the arrangement within each type entry.

The code does not attempt to distinguish between, or to suggest, cataloging practices, except insofar as to call attention to an occasional detail that makes clearer the filing of an entry. The cataloger should keep constantly in mind the filer's problems and exercise care in cataloging details that may render filing and finding easier. In order to avoid confusion, since cataloging practices are not uniform, the examples in the following rules have been selected from entries that conform to the American Library Association or the Library of Congress cataloging rules.

For the convenience of small libraries, a selected list of recommended rules, together with a comprehensive example, will be found in Appendix V.

**A.L.A. FILING CODE SUBCOMMITTEE**

Mary Burnham  
James B. Childs  
Emily Hollowell  
Ruth N. Latshaw  
Amy C. Moon  
Linda H. Morley  
Nougart Tashjian  
Elizabeth E. Wilson  
Sophie K. Hiss, *Chairman*

---

# *Contents*

---

	RULE	PAGE
Alphabeting—Basic Rule . . . . .	1	1
Modified letters (umlaut, special letters) . . . . .	2	1
Signs and symbols . . . . .	3	2
Initials . . . . .	4	4
Abbreviations . . . . .	5	5
Elisions . . . . .	6	6
Initial articles . . . . .	7	7
Punctuation marks . . . . .	8	8
Numerals . . . . .	9	8
Words spelled in two ways . . . . .	10	9
Hyphened and compound words . . . . .	11	10
Names		
Compounded of two words . . . . .	12	11
With a prefix . . . . .	13	11
Oriental . . . . .	14	12
Spelled differently . . . . .	15	14
Name entries		
Forename entries . . . . .	16-18	14
Surname entries . . . . .	19	19
Compound surnames . . . . .	20	20
Clan, family, house, dynasty, etc. . . . .	21	20
Firm . . . . .	22	21
Nobleman's title and bishop's see . . . . .	23	22
Order of entries . . . . .	24	22
Author entry arrangement . . . . .	25-26	25
Corporate entry arrangement . . . . .	27	38
Anonymous classics. Bible and other sacred books . . . . .	28-30	39

---

	RULE	PAGE
Place arrangement . . . . .	31-32	45
Subject entry arrangement . . . . .	33-35	54
See also references . . . . .	36	62
Title arrangement . . . . .	37	62
Numerical and chronological arrangement . . . . .	38	64

### APPENDIXES

I. Additional examples . . . . .	67
Forename entries . . . . .	67
Place entries . . . . .	71
II. Foreign initial articles to be disregarded in filing . . . . .	78
III. Numerals in foreign languages . . . . .	79
IV. Conspectus of Bible arrangement (Library of Congress) . . . . .	81
V. List of rules recommended to small libraries. Comprehensive example . . . . .	84
VI. Bibliography . . . . .	97
Index . . . . .	103

### Explanatory Note

In this work subject entries are indicated by full capitalization throughout.

---

# A.L.A. Rules for Filing Catalog Cards

---

## 1. Basic rule

- a) Arrange all entries according to the order of the English alphabet. *See also* Modified letters (Rule 2): Signs and symbols (Rule 3)
- b) Arrange word by word, alphabetizing letter by letter to the end of each word.

New Amsterdam	<u>not</u>	New Amsterdam
New England		Newark
New wives for old		New England
Newark		Newman
Newman		New wives for old

## 2. Modified letters (umlaut, special letters)

- a) Disregard the modification of all letters, including the umlaut. Arrange ä, á, å, ê, ï, ö, ó, ö, ø, ü, ú, as a, e, i, o, u; ç, é, č, ī, ñ, š, ž, as c, l, n, s, z.

There are a number of other modifications which in transliteration from Oriental and other languages show dots or lines above or below the letters.<sup>1</sup> These will cause no difficulty in a general catalog if disregarded. Libraries requiring a different arrangement, as in a special language catalog, should adopt rules in accordance with the usage of the language.

In the case of headings with an umlaut in the first syllable, cross references should be made from, and to, the form, spelled with an e.

Muel, Leon	Mullen, Allen
Muellenbach, Ernst	Müllen, Gustav
Mueller	Müllendorf
<u>see also</u> Muller (or Müller)	Muller (or Müller)
Mueller, Alfred Don	<u>see also</u> Mueller
Muenscher, Joseph	Müller, Adam
La muerta de Néron	Muller, Adam L
Mullen (or Müllen)	Münchener bienen-zeitung
<u>see also</u> Muellen	

<sup>1</sup> For the alphabets and diacritical marks used in foreign languages, see U.S. Govt. print. off., *Manual of foreign languages for the use of printers and translators*. 3d ed. (Washington: Govt. print. off., 1936.)

*This is the recommended treatment of the umlaut.* It is the practice followed in many German reference books and is simpler for the majority of the users of the catalog who are unaware of the philological significance of the umlaut. For libraries that prefer to recognize the German umlaut and to treat in like manner similarly marked vowels in other languages, the following alternative rule is given.

b) ALTERNATIVE RULE: File ä, ö, ü, in the Finnish, German, Hungarian, Scandinavian and modern Turkish languages as if written ae, oe, ue. This includes also the Hungarian ö and ũ and the Danish-Norwegian ø.

File the Scandinavian å as aa.

Muel, Leon	Münchener bienen-zeitung
Muellen (or Müllen)	La muerta de Nérón
see <u>also</u> Mullen	Mullen
Müllen, Gustav	see <u>also</u> Muellen (or Müllen)
Muellenbach, Ernst	Mullen, Allen
Müllendorf	Muller
Mueller (or Müller)	see <u>also</u> Mueller (or Müller)
see <u>also</u> Muller	Müller
Müller, Adam	(This name is filed as if spelled
Mueller, Alfred Don	<u>Mueller</u> )
	Muller, Adam L

c) Arrange other special letters as follows:<sup>2</sup>

- (1) The Latin i and j as distinct letters.
- (2) The gothic type v (for u) and vv (for w) as u and w.
- (3) The Dutch ÿ (a manuscript form for ij) as ij.<sup>3</sup>
- (4) Typographical characters and abbreviations used in Latin incunabula as if written in full.<sup>4</sup>

### 3. Signs and symbols

a) Signs without letters (used as author heading)

Arrange signs without preceding letters, when used instead of the author's name, before the letter A. Disregard the signs and subarrange by title; but if the signs are followed by titles of honor or forenames, subarrange by them. Signs alone precede signs followed by titles of honor, etc.

Signs at the beginning of a title, such as . . . or --, are also to be disregarded, the title being arranged by the word following the signs.

<sup>2</sup> Transliteration rules for the non-Roman alphabets are printed in the revised *A.L.A. Catalog Rules*. Card rules for the transliteration of Hebrew and Yiddish (rule 43), Modern Greek (rule 11) and the Slavic languages (rule 10) may be obtained from the Library of Congress at small cost.

<sup>3</sup> Vatican 455.

<sup>4</sup> For a list of typographical characters and abbreviations most commonly used in 15th and 16th century books, see U.S. Govt. print. off., *Manual of foreign languages*, *op. cit.*, p.129-30.

? ? ?,  
Doit-on pleurer sa femme

⌚ The language of the stars

\*\*\*\*  
Mémoires pour servir à l'histoire de la campagne de 1796  
\*\*\*, baron de  
Bibliographie des ouvrages de poésie...française

A B C book  
Aagaard, Carl Johan  
Alden, John  
-- and ships and sealing wax  
Andover

b) Signs with letters (used as author heading)

When a letter or a syllable is followed by signs, disregard the signs and arrange by the letter or letters. Subarrange as above.

M\*\*\*  
Catalogue des livres choisis  
M\*\*  
Notices des livres du cabinet  
M\*\*\*\*, Madame la comtesse de  
M\*\*\*\*, Mademoiselle  
M\_\_\_\_\_, Mr  
M\*\*\*, Monsieur  
M., A.H.  
M., M.W.  
M\*\*\*, Paul Hyppolite  
M., V.A.  
Ma, Yin Ch'u  
Mabie, Mary Louise  
Mac\_\_, pseud., see MacManus, James  
Mac, Reinhold  
Macadam, Catharine  
W\*\*\*\*\*e, H\*n\*y  
W\*\*\*in\*\*on, G\*\*\*\*

c) Ampersand

Alphabet the character "&" as "and," "et," "und," etc., according to the language used.

England and Canada  
England & Germany  
England and her colonies  
Revue des questions historiques  
Revue & examen des expositions nationales  
Zur geschichte der costüme  
Zur geschichte & charakteristik des deutschen genius

#### 4. Initials

*See also Abbreviations (Rule 5)*

a) Arrange an initial before a word beginning with the same initial letter.

b) Arrange initials standing for names of organizations, broadcasting stations, airships, etc., whether punctuated or not, as initials and not as abbreviations, i.e., not as if spelled in full. For initials standing for geographical names, *see Abbreviations (Rule 5:a)*.

c) When headings consist of initials only, arrange initials standing for authors' names, *if inverted* (e.g., A., F. P.), before initials that are not inverted.

A., A., see Willis, Anthony Armstrong  
A., B.  
A., E.V., see Trezavant, Eva Whitthorn  
A., F.P., see Adams, Franklin Pierce  
A., T., see Ashe, Thomas  
A.A., see Willis, Anthony Armstrong  
A.A.A., see U.S. Agricultural adjustment  
administration  
A A C color photography  
ABC of the NRA  
A bas Rigolboche  
ADAC - motorwelt  
A.E., see Russell, George William  
A.E.F., see U.S. Army. A.E.F., 1917-1920  
and also titles beginning A.E.F.  
The A.E.F. in battle  
A.L.A. see American library association; Automobile  
legal association; and also titles beginning A.L.A.  
A.L.A. booklist  
A.L.A... directory of tourist homes  
A.L.A. in Siberia  
A la mode cookery  
A.S.M.E. news  
A was an archer  
Aa, Cornelis van der  
Ambach, E. L.  
American expeditionary force, see U.S. Army.  
A.E.F., 1917-1920; also titles beginning A.E.F.  
American library association, see also titles begin-  
ning A.L.A.  
Automobile legal association, see also titles begin-  
ning A.L.A.

This arrangement follows the general usage in regard to filing personal names (Rule 19). The following alternative with its single alphabet is preferred by many libraries on the ground that users of the catalog do not distinguish between inverted and noninverted initials.

d) ALTERNATIVE RULE: Arrange initials standing for authors' names, whether inverted or not, alphabetically with initials standing for organizations or beginning a title, disregarding the inversion and punctuation.

A.A., see Willis, Anthony Armstrong  
A.A.A., see U.S. Agricultural adjustment  
administration  
AAA travel...  
A A C color photographs  
A., B.  
ABC of the NRA  
A bas Rigolboche  
ADAC - motorwelt  
A.E., see Russell, George William  
A.E.F., see U.S. Army. A.E.F., 1917-1920  
and also titles beginning A.E.F.  
The A.E.F. in battle  
A., E. V., see Trezavant, Eva Whitthorn  
A., F. P., see Adams, Franklin Pierce  
A.L.A., see American library association; Automobile  
legal association; and also titles beginning A.L.A.  
A.L.A. booklist  
A.L.A... directory of tourist homes  
A.L.A. in Siberia  
A la mode cookery  
A.S.M.E. news  
A., T., see Ashe, Thomas  
A was an archer  
Aa, Cornelis van der  
Aabel, Marie  
American expeditionary force, see U.S. Army. A.E.F.,  
1917-1920; also titles beginning A.E.F.  
American library association, see also titles begin-  
ning A.L.A.  
Automobile legal association, see also titles begin-  
ning A.L.A.

## 5. Abbreviations

*See also* Elisions (Rule 6); Initials (Rule 4)

a) Arrange abbreviations as if spelled in full; e.g., Dr., Mr., Mrs., Mlle., S., St., Ste., etc., as Doctor (or in German, Doktor), Mister, Mistress, Mademoiselle, San or Sanctus, Saint, Sainte, etc. Also Ha (Greek 'A) as Hagios. This includes initials and other abbreviations used for geographical names; e.g., N.Y. as New York, Gt. Brit. as Great Britain.

Colonel Carter  
Col. Ross of Piedmont  
Colonel Withersby's strike  
Dr. Gratten  
The doctor, his wife and the clock

Dr. Jekyll and Mr. Hyde  
Mrs. Ames  
Mistress and maid  
Mrs. Dane's defense  
Mistress of Husaby  
St. Petersburg  
Saint Pierre  
St. Vincent  
Ste. Anne des Monts  
Sainte Beuve  
United States and war  
U.S. army facts and insignia  
U.S. camera magazine  
United States daily

An explanatory reference should be made from the abbreviation to the full form whenever necessary.

Mrs.

Entries beginning with Mrs. are filed as if spelled Mistress

St.

Entries beginning with St. are filed as if spelled Saint

b) Disregard the abbreviations K., K.K., I., R., etc. (standing for Kaiserlich, Königlich, Imperiale, Reale, etc.) at the beginning of names of foreign learned academies, societies, etc., and arrange by the word following the abbreviation. The words for which these abbreviations stand are not familiarly known or spoken as part of the name.

In the names of English societies, Imperial and Royal are not to be disregarded.

Acadians  
R. Accademia dei Lincei, Rome  
Accidents  
K. Akademie der wissenschaften, Berlin  
Akenside, Mark  
Hoepli, Ulrico  
K.K. Hof- und staatsdruckerei, Austria, see Austria.  
KK. Hof- und staatsdruckerie  
Hoffer, Andreas  
Royal empire society, London

## 6. Elisions

*See also Names with an elided prefix (Rule 13)*

Arrange elisions as they are printed and not as if spelled in full. Treat as one word the contraction of two words resulting from an elision.

*Exception:* Foreign articles and prepositions with a final vowel elided are to be treated as separate words and not as contractions.

Bibliothèque d'anthropologie  
 Bibliothèque d'histoire  
 Bibliothèque de la révolution  
 Cap'n Eri  
 Capo d'anno  
 De l'intelligence  
 De la vida internacional  
 Flower o' the lily  
 Flower of destiny  
 Who is who in literature  
 Who'd be king  
 Whom the gods destroy  
 Who's who  
 Whose home is the wilderness

Note: Some libraries make no exception of gendered articles and prepositions, but this is contrary to the usage of the foreign language itself.

## 7. Initial article

For names beginning with an article, see Names with a prefix (Rule 13) and Oriental names (Rule 14)

a) In alphabetizing titles, disregard an initial article in the nominative case in all languages; but in foreign languages do not disregard initial articles in other than the nominative case, because such articles contain a prepositional element.<sup>5</sup>

b) In case the form of the indefinite article is the same as that of the numeral "one" (e.g., the French "un" or "une") care must be taken to distinguish the use, because the numeral is to be regarded in filing.

c) As initial articles, "de" (dialect for "the") and "ye" (Anglo-Saxon and early English form of "the") are to be disregarded; but "ye," the personal pronoun of the second person plural, is to be regarded.

Au temps des équipages  
 De la terre à la lune  
 De libris  
 Dem dichter in der fernen bild geblieben  
 The den  
 Den lieben süßen mädeln  
 Les déracinés  
 Des alten handwerks recht und gewohnheit  
 Du contrat social  
 Dublin  
 Eine von zu vielen      [numeral]  
 Un homme à la mer  
 Eine kleine gefälligkeit  
 Das kleine heldenbuch  
 De night in de front from Chreesmas

---

<sup>5</sup> For articles to be disregarded in filing, see U.S. Govt. print. off., op. cit.

Ye olde fire laddies  
 Un de Baumugnes      [numeral]  
 Ye that judge      [personal pronoun]

A table of initial articles to be disregarded in foreign languages will be found in Appendix II.

## 8. Punctuation marks. Possessive case, etc.

See also Inverted titles (Rule 37:f)

In alphabetizing titles, disregard punctuation marks and the apostrophe. For an exception to this rule, see Periodicals (Rule 37:c).

Boy Scouts	Life; a book for a young man
Boycott	Life — a bowl of rice
Boys' clubs	Life after death
Boy's King Arthur	Life — an obstacle race
Boys of '76	Life and art
A boy's town	Life, mind and spirit

## 9. Numerals

a) Arrange numerals in the titles of books as if spelled out in the language of the rest of the title. Spell numerals and dates as they are spoken, but omit the "and" in spoken numerals except at a decimal point between two digits and in mixed numbers.

Note: The omission of the "and" is recommended because spoken numerals are so taught in American public schools. Many libraries, however, prefer to retain the "and" because it usually appears on title pages where numerals are written out.

100 as one hundred (not as a hundred)  
 101 as one hundred one (not as one hundred and one)  
 1000 as one thousand  
 1500 as fifteen hundred (not as one thousand five hundred)  
 1812 as eighteen twelve, if a date; otherwise as eighteen hundred twelve (not as one thousand eight hundred twelve)  
 2,341,406 as two million, three hundred forty-one thousand, four hundred six  
 6½ as six and one half  
 .624 as six hundred twenty-four thousandths  
 600.024 as six hundred and twenty-four thousandths

This rule is not precise because numerals are not always spoken the same, but it is practical because to file each numeral as if spelled in full raises difficulties for users of the catalog who will look under the spoken word.

Acht tage auf ehrenwort  
 Achtundvierziger  
 1813; ein cyklus      [achtzehnhundert dreizehn]  
 1812; ein historischer roman      [achtzehnhundert zwölf]  
 Dix, Lester  
 1802      [dix huit cent deux]

1812 ouverture [dix huit cent douze]  
 Les dix-sept ans de Marthe  
 100 jahre bauen und schauen [ein hundert]  
 1500 facts and similes  
 4½ years in the Italy mission [four and one half]  
 1940 book of houses [nineteen forty]  
 1914 diary [nineteen fourteen]  
 1917 war tax guide [nineteen seventeen]  
 One hundred and one famous poems  
 One hundred best books  
 100 bungalows  
 150 radio hook-ups [one hundred fifty]  
 101 metal-working projects [one hundred one]  
 One thousand and one illustrations  
 One thousand juvenile delinquents  
 1001 one minute stories [one thousand one]  
 1600 business books  
 Sixteen years in Siberia  
 \$1200 a year  
 2400 business books  
 Two thousand years ago

A table of numerals in foreign languages will be found in Appendix III.

b) Numerals at the beginning of such titles as "Annual report," "Course in," "Proceedings," "Report," etc., are to be arranged numerically and not alphabetically.

General account	<u>not</u>	First report
First report		Fourth report
Second report		General account
Fourth report		Second report

c) Numerals following headings that are otherwise identical usually indicate a numerical or chronological arrangement. (See Rule 38)

#### 10. Words spelled in two ways

*See also* Hyphenated and compound words (Rule 11); Names spelled differently (Rule 15)

a) When title headings begin with a word that may be spelled in two ways (e.g., Labor and Labour) choose one spelling according to an accepted authority and file all titles under this form. Refer from the other spelling.

Labor and administration  
 Labour and industry  
 LABOR AND LABORING CLASSES  
 Labor economics  
 Labour in the commonwealth  
 LABORATORIES  
 Laboulaye  
 Labour, see Labor

The following alternative arrangement is also an accepted practice but is not as easy to consult unless the user of the catalog knows the exact spelling.

b) ALTERNATIVE RULE: When title headings begin with a word that may be spelled in two ways, arrange according to the spelling of the title page. Refer from one spelling to the other.

Labor, see also the spelling Labour  
 LABOR AND LABORING CLASSES  
 Labor economics  
 LABORATORIES  
 Laboulaye  
 Labour, see also the spelling Labor  
 Labour and industry  
 Labour in the commonwealth

## 11. Hyphened and compound words

*See also* Compound names (Rules 12-13)

a) Arrange hyphened words as separate words.<sup>6</sup>  
 b) Arrange as one word compound words that are printed as one;<sup>7</sup> but if a compound word is printed sometimes as one word and sometimes as two words (or hyphened) choose one form according to accepted usage<sup>8</sup> and refer from the other form.

This rule may also apply to titles beginning with such a compound (e.g., Hand book, Hand-book, Handbook). If, however, it is preferred to arrange titles as printed, references should be made from one form to the other. (cf. Rule 10: b)

The book and its story  
 BOOK-BINDING, see BOOKBINDING  
 BOOK COLLECTING  
 Book-hunter  
 Book of animals  
 BOOK-PLATES  
 BOOKBINDING  
 BOOKPLATES, see BOOK-PLATES

c) Arrange as one word, words with a hyphened prefix such as anti-, co-, electro-, ex-, inter-, mid-, non-, pan-, post-, pre-, pro-, re-, trans-, tri-, etc.

ANTI LANGUAGE  
 ANTICHRIST  
 ANTI-INJUNCTION LAW, see INJUNCTIONS  
 ANTI-RENT TROUBLES, NEW YORK, 1839-1846  
 ANTISEMITISM, see JEWISH QUESTION

<sup>6</sup> Cutter 317.

<sup>7</sup> Cutter 316.

<sup>8</sup> A. M. Ball, *Compounding in the English language*. (N.Y.: H. W. Wilson, 1939.)

Anti-Semitism yesterday and tomorrow  
 ANTISLAVERY  
 Anti-slavery tracts  
 Cooperative marketing  
 Co-operative movement  
 Inter arma  
 Interaction  
 Inter-America  
 Inter-collegiate association  
 Intercollegiate bureau  
 Pro patria  
 Proal, J.A.  
 Pro-British history text-books  
 Pro-musica quarterly  
 Pro-Palestine federation

## 12. Names compounded of two words

For the further arrangement of entries under compound personal names, *see* Rules 17:*b*, 18 and 20.

Arrange names consisting of two or more words, with or without a hyphen, as separate words.

This includes names beginning with New, Old, East, North, Saint, San, Santa, etc.

New Hampshire	St. Petersburg
The New republic	Saint Vincent
New thought	Sainte Beuve
New York	Saintine
Newark	San Francisco
North Africa	San Jose scale
North Haven	Sanborn
North Wales	Santa Lucia
Northampton	Santagnello

An alternative practice found in many reference books and in some libraries is to treat a name beginning with Saint, San, Santa, etc., as a name with a prefix (*cf.* Rule 13) and to file as one word. This practice is not recommended because Saint, San, etc., are words, not prefixes.

## 13. Names with a prefix

For Oriental names beginning with an article, *see* Rule 14:*a*.

a) Arrange a name with a prefix as one word.<sup>9</sup> This includes names in which an article or a preposition is written as part of the name and is not transposed; such names as Ap Thomas, D'Arcy, Des Barres, Du Challu, Fitz Allen, Le Sage, L'Estrange, MacFingal, O'Neal, Van Allen, Zum Felde, Zur Brücke, ZuTavern, etc.

---

<sup>9</sup> Cutter 311.

Defoe	Las Vegas, N.M.
De la Roche	L'Estrange, Alfred
Delaware	Le Strange, Guy
Del Mar	L'Estrange, Roger
DeMorgan	Los Angeles
El Dorado	Ocantus
Eldorado, Neb.	O'Casey
El Paso, Texas	Tenberg
Lasale	Ten Broeke
La Salle	Vancouver
Lassalle	Van Dyke

b) Names beginning with the prefix M' and Mc are filed as if spelled Mac, because they are so pronounced.<sup>10</sup>

An explanatory reference should be made from the abbreviated form to the full form, as

M' (or Mc)

Names beginning with M' or Mc are filed as if spelled Mac

Mach	MacLaren, J.M.
McHale	M'Laren, J.T.
Machard	McLaren, L.L.
McHardy	MacLaren, R.S.

#### 14. Oriental names

a) Mohammedan (Arabic, Persian, Turkish) and Hebrew names

- (1) Disregard the initial article al- or el- (or the assimilated forms ad-, ar-, as-, az-) prefixed to Arabic, etc., names (e.g., al-Ghazzali) and the article ha- or he- prefixed to Hebrew names. But when the article comes between the parts of a name (e.g., 'Abd al Latif) it is to be regarded.
- (2) When a Mohammedan or Hebrew name begins with a part expressing relationship (e.g., the Arabic Abd, Abu, Ibn; the Hebrew Ab, Abi, Ben; the Syriac Bar) the parts are to be alphabetized as separate words.

This is the practice adopted by the Library of Congress and by a number of American universities and is recommended by the Oriental institute of the University of Chicago. European practice favors arranging as one word.

(Note: In the following examples, the names are not given in complete cataloguing fullness, but in sufficient length to illustrate the rule.)

'Abd al-Ali  
 Abd al-Wahid  
 'Abd Alläh, see also Abdallah  
 'Abd Alläh ibn Ahmad

<sup>10</sup> Cutter 312.

'Abd Allāh Sfer  
Abdala  
Abdalian  
Abdallah, see also 'Abd Allāh  
Abū 'Abd Allāh Bahā  
Abū 'Abd Allāh Muhammad ibn Sa'd  
Abū 'Abdalīh ibn Yakub  
Abū 'Abdalīh Muhammad ibn Muhammad  
Abū al-'Alā  
Abū al-Fadl  
Abū al-Fidā  
Abū al-Walid  
Abū 'Ali Jepheth, see Japheth ben Eli  
Abū Bakr  
Abū Sa'id  
Abucacim  
Abū'l-Fazl, see Abū al-Fadl  
Abūlafia, Abraham ben Samuel  
Abulfeda, see Abū al-Fidā  
Bar Ali  
Bar-Am, Moshe  
Bar-Hebraeus, Gregorius, see Gregorius,  
'Abū al-Faraj  
Barabas, Béla  
Ben Adhem  
Ben Assher  
Benade  
Benassi

b) Chinese names

Arrange Chinese names by the first part (family name) whether it is separated by a comma or not. But an old Chinese name that consists of only two hyphenated syllables (e.g., Lao-tzū, "the Old one") is to be filed as a two-word phrase.

Lao-tzū  
Laos  
Li Chang  
Li, Chi  
Li Chih-ch'ang  
Li, Ching-chen  
Li Hung-Chang  
Li, Kung-lin, known as Li Lung-mien  
Libby  
Tai, Chi-t'ao  
Tai, Tse Chien  
Tai-ping rebellion  
T'ai-Shang  
Taine

Some libraries prefer to file a two-syllable hyphenated name as one word because it is sometimes written as one word. References should be made from the name spelled as one word, e.g., Laotzū, see Lao-tzū.

## 15. Names spelled differently

Cf. Rule 13:b

Arrange separately names that differ in spelling however slightly.  
Refer from one spelling to the other.

Andersen, see also the spelling Anderson,  
Anderssen, Andersson  
Andersen, Anders  
Andersen, Hans Christian  
Anderson, see also the spellings etc.  
Anderson, Arthur  
Anderson, James  
Anderssen, see also the spellings etc.  
Anderssen, Adolf  
Anderssen, Walter  
Andersson, see also the spellings etc.  
Andersson, Axel  
Clark, see also the spelling Clarke  
Clark, Allen Culling  
Clark, Howard Walton  
Clark university  
Clarke, Adam

*Note:* In the case of forename entries where there is a slight difference of spelling in other than the first syllable, e.g., Catharine and Catherine, Elisabeth and Elizabeth, many libraries disregard the difference and file according to the more commonly used spelling, with reference from the other. See Catherine in the comprehensive example, Appendix V.

## 16.-18. FORENAME ENTRIES

The arrangement of common forename entries presents difficulties to the user of the catalog, who does not know the form of the distinguishing designation chosen by the cataloger nor by what part of the designation the forename is alphabetized. A wide diversity of practice in catalogs and reference books indicates that no simple or fully satisfactory method of solving this problem has been found. *Two orders of arrangement are offered:* by the first (Rule 17) forename entries are filed before surname entries of the same name; by the second (Rule 18) forename entries follow surname entries. *The former arrangement is the generally accepted practice in larger libraries; the latter arrangement may be used by a library of any size but is particularly recommended to smaller libraries because its alphabetical order is more intelligible to the average reader.*<sup>11</sup>

<sup>11</sup> Theresa Hitchler, *Cataloguing for small libraries*. Rev. ed. American library association, 1915. o.p. p.262-69.

**16. Forename entries (general rules)**

- a) Alphabet forenames that are the same by the designation or appellative following the name.
- b) Disregard a numeral following a forename except when necessary to distinguish between forenames with the same designation.
- c) In the names of sovereigns, disregard an epithet, such as "the Conqueror," "the Great," etc., when it comes between the forename and the designation. When the epithet is familiarly known, a reference should be made from the name alphabetized by the epithet, especially from the English form.<sup>12</sup>

Charles II, le Chauve, king of France  
Charles IV, le Bel, king of France  
Charles IX, king of France  
Charles, the Bald, see Charles II, le Chauve,  
king of France

- d) Disregard a second forename that comes *between* a numeral and a designation; but if the second forename *precedes* the numeral treat as a compound forename and do not disregard.

Karl IV, king of Sweden  
Karl X Gustaf, king of Sweden  
Karl XIII, king of Sweden  
Karl August, crown prince of Sweden

**17. Forename entries. Arrangement 1 (Before surname)**

Arrange a forename entry before a surname entry beginning with the same name.

- a) Arrange forenames that begin with the same name in two main groups as follows:—

- (1) Forenames followed by a designation of rank, office or other title, such as bishop, brother, emperor, king, prince, pope, saint, sister, etc. Arrange alphabetically by the word indicating rank, etc., disregarding articles and prepositions.
- (2) Forenames followed by an appellative (epithet, byname, descriptive word or phrase used for identification, e.g., Thomas, *Anglo-Norman poet*, Thomas, of *Edessa*, Thomas *Spalatensis*) and forenames compounded of two or more words, the second part of which may be a second forename (e.g., Mary Clare), a family name (e.g., Mary Stuart), a name derived from a place (e.g., Charles d'Or-

<sup>12</sup> The practice of the *A.L.A. cataloging rules* and of the Library of Congress in inserting epithets between the names of sovereigns and their titles, makes such a reference puzzling to the user of the catalog. The awkwardness can be avoided by placing the epithet in curves after the title; e.g., Charles, duke of Burgundy (le Teméraire), William I, king of England (the Conqueror).

léans), or a phrase (e.g., Mary of the Visitation). Interfile forenames followed by appellatives alphabetically with compound forenames, having regard to all words, articles and prepositions included.

Note: Library of Congress prints appellatives in italics, and all parts of a compound name in bold-faced type. Disregard typography in filing.

John (forename)  
 John, abbot of Ford  
 John, Brother  
 John III, duke of Brabant, see Jean III, etc..  
 John, the Fearless, duke of Burgundy, see Jean,  
 sans Peur, etc..  
 John, [father]  
 John, king of England  
 John III Sobieski, king of Poland, see Jan III, etc..  
 John II, king of Portugal, see Joao II, etc..  
 John XIII, pope  
 John XXI, pope  
 John, Prester  
 John, Saint, apostle  
 John, son of Sabanis  
 John (compound, etc., forenames)  
 John de Burgh, see Burgo, Joannes de  
 John Gabriel  
 John of Austria  
 John, of Damascus, Saint, see Joannes, etc..  
 John, of Gaddesden  
 John of Gaunt, duke of Lancaster  
 John of Lancaster, duke of Bedford  
 John, of Nepomuk, Saint, see Jan, etc..  
 John of the Cross, Saint, see Juan de la Cruz, Saint  
 John of Wales  
 John, the Baptist  
 John, the Fearless, see Jean, sans Peur, duke of  
 Burgundy  
 John, the Painter  
 John Wallensis, see John of Wales  
 John (surname)  
 John, Alois  
 John (titles, etc.)  
 John and Joan  
 John of Bordeaux (Old play)

Additional examples under Charles, Mary and Thomas will be found in Appendix I.

The above arrangement is recommended (1) because the alphabetic order of rank is to be preferred to the Cutter (302) classed order, as simpler for the user of the catalog to whom the order of classes is not self-evident; and (2) because compound forenames are not, in

many cases, distinguishable in form from single forenames with an appellative.

For libraries that prefer to retain the Cutter arrangement and a separate filing of compound forenames, the following rule is given:—

b) ALTERNATIVE RULE (Cutter order): Arrange entries of a common forename in the following order:—

- (1) Saints; arranged alphabetically by designation.
- (2) Popes; arranged numerically.
- (3) Sovereigns; arranged alphabetically by country. (Include queen consorts in this group.)
- (4) Princes and noblemen; arranged by chief word in title, disregarding articles, prepositions and the word indicating rank.
- (5) Others; arranged alphabetically by appellative or designation having regard to all words, articles and prepositions included.
- (6) Arrange compound forenames beginning with the same name after the single forenames. Arrange alphabetically, having regard to all words, articles and prepositions included.

John (Saints)

John, Saint, apostle

John, of Damascus, Saint, see Joannes, etc.

John, of Nepomuk, Saint, see Jan, etc.

John (Popes)

John XIII, pope

John XXI, pope

John (Sovereigns)

John, king of England

John III, Sobieski, king of Poland, see Jan III, etc.

John II, king of Portugal, see Joao II, etc.

John (Noblemen)

John III, duke of Brabant, see Jean III, etc.

John, the Fearless, duke of Burgundy, see Jean,

sans Peur, etc.

John (Others)

John, abbot of Ford

John, Brother

John, father

John, of Gaddesden

John, of Salisbury, bp. of Chartres

John of Wales

John, Prester

John, son of Sabanis

John the Baptist

John, the Painter, see Aitken, James

John Wallensis, see John of Wales

John (compound forenames)  
 John de Burgh, see Burgo, Joannes de  
 John Gabriel, sister  
 John of Austria, see Juan de Austria  
 John of Gaunt, duke of Lancaster  
 John of Lancaster, duke of Bedford  
 John of the Cross, Saint, see Juan de la Cruz, Saint  
 John (surname)  
 John, Alois  
 John (titles, etc.)  
 John and Joan  
 John of Bordeaux (Old play)

Note 1: Linderfelt (397) calls for more classes, viz., (1) Saints, (2) Popes, (3) Emperors, (4) Kings, (5) Sovereign princes, (6) Other princes of sovereign houses, (7) Noblemen, (8) Others. Library practice varies as to the number of classes.

Note 2: Some libraries arrange compound forenames after the single forenames in the class to which each belongs.

## 18. Forename entries. Arrangement 2 (After surname)

Arrange a forename entry after the surname entries of the same name, interfiling with titles and other headings beginning with the same word. Include compound forename entries. Alphabet with regard to all words, articles and prepositions included.

Additional examples under Mary and Thomas will be found in Appendix I.

Charles (surname)  
 Charles, David  
 Charles, William  
 Charles-Roux, François\*  
 Charles (forenames, titles, etc.)  
 Charles [a title]  
 Charles Alexander, duke of Lorraine  
 Charles, archduke of Austria, see Karl, etc.  
 Charles Auchester, a novel  
 Charles Borromeo, Saint, see Carlo Borromeo, Saint  
 Charles City, Iowa  
 Charles, count of Angoulême, duke of Orléans, see  
 Charles d'Orléans  
 Charles, count of Valois  
 Charles d'Orléans  
 Charles de Lorraine, duke of Lower Lorraine  
 Charles de Saint Paul, see Vialart, Charles, bp.  
 Charles Dickens in London  
 Charles, duke of Burgundy (le Teméraire)  
 Charles II, duke of Lorraine  
 Charles, duke of Orléans, count of Angoulême, see  
 Charles d'Orléans  
 Charles Emanuel I, duke of Savoy, see Carlo  
 Emanuele I, etc.

Charles V, emperor of Germany, see Karl V, etc.  
Charles family  
Charles II, king of France (le Chauve)  
Charles II, king of Great Britain  
Charles, king of the Franks, see Charlemagne  
Charles, le Chauve, see Charles II, king of France  
(le Chauve)  
Charles, le Teméraire, see Charles, duke of Burgundy  
(le Teméraire)  
Charles Louis de Bourbon, duke of Parma  
Charles Martel, mayor of the palace  
The Charles men  
Charles, père  
Charles, the Bald, see Charles II, king of France  
(le Chauve)  
Charles, the Bold, see Charles, duke of Burgundy  
(le Teméraire)  
Charles, the Great, see Charlemagne  
Charles the Second, a play

\*If Rule 20:b is adopted, this compound surname will file with the forenames, titles, etc.

#### 19. Surname entries

Arrange headings of the same surname as follows:—

a) A surname alone or followed only by an appellative or a designation (descriptive phrase, title of honor, etc.) precedes the same surname with initials or forenames.

b) A surname followed by an initial precedes the same surname followed by a fully written-out forename beginning with the same initial letter.

c) When both surnames and forenames are the same, arrange chronologically by date of birth, if known; otherwise by date of death or by period as given in the heading.

d) A name without date precedes the same name with dates. Arrange the names without date by the distinguishing designation following the name.

e) A pseudonym files after a real name alone, but before the same name followed by dates. It interfiles alphabetically with other designations.

f) Disregard titles of honor and distinction such as Capt., Dr., Hon., Lady, Mlle., Mme., Mrs., Sir, etc., before a name and Bp., D.D., F.R.S., LL.D., baron, comte, graf, etc., after a name, unless it is necessary to distinguish between names that would otherwise be identical.

Brown, ---  
Brown, Capt.  
Brown, Mrs.  
Brown, pseud.  
Brown, A. G.

Brown, Albert  
 Brown, Mrs. Augusta  
 Brown, B. L.  
 Brown, John  
 Brown, John, genealogist  
 Brown, John, of Great Yarmouth  
 Brown, John, philomath  
 Brown, John, pseud.  
 Brown, Sir John  
 Brown, John, 1716-1766  
 Brown, John, d. 1811  
 Brown, John, 1810-1882  
 Brown, John A  
 Brown, Sir John Abercrombie  
 Brown, John Allen  
 Brown, Peter, fl. 1776  
 Brown, Peter, 1764-1863  
 Brown, R. A.  
 Brown, R. Grant  
 Brown, Ralph  
 Browne, Charles Albert

#### 20. Surname entries—Compound surnames

a) Arrange surnames compounded of two or more words after the simple surname, but before titles and other headings beginning with the same word.

Hall, William  
 Hall-Quest, Alfred  
 Hall-Wood, Mary  
 Hall & Patterson  
 HALL FAMILY  
 HALL MARKS  
 HALL OF FAME

The above rule is based on Cutter (313). If a straight alphabetical order is preferred, adopt the following alternative:—

b) ALTERNATIVE RULE: Arrange personal surnames compounded of two or more words after the simple surname, interfiled in alphabetical order with titles and other headings beginning with the same word.

Hall, William  
 Hall & Patterson  
 HALL FAMILY  
 HALL MARKS  
 HALL OF FAME  
 Hall-Quest, Alfred  
 Hall-Wood, Mary  
 Hallam, Arthur

#### 21. Names of clan, family, house, dynasty, etc.

a) Interfile a surname followed by "clan," "family," "House of,"

"Dukes of," etc., alphabetically with the titles and other entries following the simple surname. Disregard an inversion.

Compound surnames followed by "family," etc., follow their specific form of name.

Lloyd, William	Medici, Lorenzo de', il
Lloyd George, David	Magnifico
LLOYD GEORGE FAMILY	Medici, Michele
Lloyd-Williams, Richard	Medici-Tornaquinci, Alfonso
Lloyd brothers, Cincinnati	Cosimo de'
LLOYD FAMILY	Medici antiqui omnes
Lloyd guide to Australia	MEDICI, HOUSE OF
Lloyd library	

b) ALTERNATIVE RULE: If Rule 20:b has been adopted, the order of entries will vary slightly, as follows:—

Lloyd, William	Medici, Lorenzo de'
Lloyd brothers, Cincinnati	Medici, Michele
LLOYD FAMILY	Medici antiqui omnes
Lloyd George, David	MEDICI, HOUSE OF
LLOYD GEORGE FAMILY	Medici-Tornaquinci, Alfonso
Lloyd guide to Australia	Cosimo de'
Lloyd library	
Lloyd-Williams, Richard	

## 22. Firm names

a) Arrange the name of a firm in which forenames or initials follow the first name in its alphabetical place among the personal names.

Arrange a firm name without forename, a compound firm name, or a phrase firm name, alphabetically with the titles and other headings following the same name as surname.

Fraser, Alice
Fraser, Arthur, 1893-
Fraser, Arthur, and company
Fraser, Charles
Fraser, William
Fraser-Knight, James
Fraser & Charles
FRASER FAMILY
Fraser, firm, booksellers, London
The Fraser murder case
Fraser, Smith & co.

b) ALTERNATIVE RULE: If Rule 20:b has been adopted, the order of entries will vary slightly as follows:

Fraser, Alice
Fraser, Arthur, 1893-
Fraser, Arthur, and company
Fraser, Charles
Fraser, William

Fraser & Charles  
 FRASER FAMILY  
 Fraser, firm, booksellers, London  
 Fraser-Knight, James  
 The Fraser murder case  
 Fraser, Smith & co.

### 23. Nobleman's title and bishop's see

Arrange a nobleman's title under which entry is made, and the name of a bishop's see from which reference is made to the family name, among personal names and not with places.

Holland, Edward James  
 Holland, Henry Fox, 1st baron  
 Holland, Henry Scott  
 Holland (Province)  
 London, Alfred  
 London, Arthur, bp. of, see Winnington-Ingram, Arthur  
 Foley, bp. of London  
 London, Jack  
 London, Conn.

### 24. Order of entries

A dictionary catalog theoretically consists of author, subject and title entries interfiled to form a single alphabet; but in actual practice, when the same heading is used for the three kinds of entry, the strictly alphabetic order has been broken down into more or less complex classed arrangements. This tendency, in some cases, has been carried to an extreme which renders a card catalog unnecessarily difficult to consult. In recent years there has been a reaction in favor of a more nearly alphabetic arrangement. Two orders of arrangement are, therefore, outlined below and are fully explained and illustrated in the rules and examples for arrangement under Place (Rules 31-32), Subject (Rules 33-35) and Title (Rule 37). Both arrangements are in use in libraries of different types and different sizes and both are equally recommended.

*The first arrangement, designated as the Classed order, is based on Cutter (300) and has long been in general use, although in its application the Cutter rule has been variously interpreted, amplified and modified.*

*The second arrangement is designated as the Alphabetic order, because it retains an alphabetic arrangement wherever practicable.*

#### a) Classed order

(1) When the same word, or combination of words, is used as the heading of different kinds of entry, adopt the fol-

lowing order: person, place, subject (other than person or place), title.

(2) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name.

(3) Subdivisions under person, place or subject file after the person, place or subject without subdivision and before other headings beginning with the same word.

Love (person)  
Love, John L.  
LOVE, JOHN L.  
Love, William  
LOVE (subject)  
LOVE  
LOVE - POETRY, see LOVE POETRY  
LOVE - QUOTATIONS, MAXIMS, ETC.  
LOVE (IN THEOLOGY)  
Love (titles, etc.)  
Love  
Love and beauty  
Love-letters  
LOVE POETRY  
Love songs, old and new  
Baltimore (person)  
Baltimore, Frederick Calvert, 7th baron  
Baltimore (place: author)  
Baltimore  
BALTIMORE - Board of health  
BALTIMORE - BOARD OF HEALTH  
Baltimore - Fire dept.  
BALTIMORE (place: subject)  
BALTIMORE  
BALTIMORE - DESCRIPTION  
BALTIMORE - HISTORY  
BALTIMORE, OHIO [another place]  
Baltimore (titles, etc.)  
Baltimore American  
BALTIMORE CO., MD.  
Baltimore, past and present

b) Alphabetic order

(1) When the same word, or combination of words, is used as the heading of different kinds of entry, arrange the entries alphabetically by the word following the entry word. Disregard kind of entry and form of heading, *except* as follows:—

(2) Arrange personal surnames before the other entries beginning with the same word.

This almost universal practice is adopted for practical convenience because users of the catalog may not know the designation or forename of the person sought and are confused and annoyed at having to search through so many entries that are not personal names.

*Note:* Small libraries may prefer to interfile personal names also.<sup>13</sup>

- (3) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name.
- (4) When title and subject headings are identical, file the title entries after the subject entries.

This segregation of title entries facilitates the search for a title when the author is not known, especially when the subject entries are numerous. In order that the title entries may not be overlooked, a guide-card should be used.

When, however, subject entries are few or the subject is a place, the title entries may be interfiled with the subject entries, arranging by the main heading of the book. This practice is recommended to small libraries. (cf. Rule 32:c)

Love, John L  
 LOVE, JOHN L  
 Love, William  
 LOVE  
 Love  
 Love and beauty  
 LOVE (IN THEOLOGY)  
 Love-letters  
 A love match  
 LOVE POETRY  
 LOVE - QUOTATIONS, MAXIMS, ETC.  
 Love songs, old and new  
 Baltimore, Frederick Calvert, 7th baron  
 Baltimore American  
 Baltimore and Ohio magazine  
 BALTIMORE CO., MD.  
 Baltimore, Md.<sup>14</sup>  
 BALTIMORE, MD.  
 Baltimore. Md. Board of health  
 BALTIMORE, MD. BOARD OF HEALTH  
 BALTIMORE, MD. - DESCRIPTION  
 Baltimore, Md. Fire dept.  
 BALTIMORE, MD. - HISTORY  
 Baltimore, Ohio  
 Baltimore, past and present  
 Baltimore weekly magazine

<sup>13</sup> S. G. Akers, *Simple library cataloging* (Chicago: American library association, 1927), p.70.

<sup>14</sup> The name of the state has to be inserted to maintain the alphabetic order. (See Rule 32: d Note)

## 25.-26. ARRANGEMENT UNDER AUTHOR

Rule 25 covers the general alphabetic arrangement of entries under an author's name.

When, however, under a classic or voluminous author, the alphabetic order becomes difficult to consult because of the number of titles, editions, translations, etc., a grouping of entries should be introduced. Rule 26: *a* offers a simple grouped arrangement, adapted to the use of public libraries, which may be adopted, in part or in whole, as the need arises. Rules 26: *b* and 26: *c* outline alternative arrangements for university and large reference collections, where a more detailed grouped order, with subarrangement primarily by date, is usually required.

### 25. General arrangement under author

Under an author's name, personal or corporate, arrange the entries in two files: (a) works by the author, (b) works about the author.

#### a) Works by the author

(1) Arrange in one file all the entries, both main and secondary, for a person as author, joint author, compiler, editor, illustrator, translator and general added entry. Subarrange alphabetically by the title of the book.

*Note:* An earlier practice, still followed in some libraries, is to arrange the secondary author entries in a separate alphabet after the main author entries. This practice is not recommended because users of the catalog overlook entries so filed.

(2) In interfiling the secondary author entries with the main author entries, disregard the main author heading on the secondary entry cards and subarrange by title. To make this clear, underline the word in the title by which the entry is subarranged, or line out the main entry heading.

*Optional exception:* When a secondary entry is the editor or translator of another person's work, especially in the case of classic authors, subarrange by the main author heading instead of by the title. But do not do so if the editor or translator may be looked for as the author of the book either because of the wording or typography of the title page or because the editorial work is as important as the text. Since this is a matter of judgment, the filing should be clearly indicated by the cataloger.

(3) At the beginning of a title the author's name, even in the possessive case, may be disregarded; but not if it forms an integral part of the title.

Cicero  
 (Ciceron.) L'amitié  
 (Cicero's) Offices  
 (Cicero:) select orations  
 (Cicero's) selected orations

Shakespeare  
 (Shakespeare's) As you like it  
 (Shakespeare's) historical plays  
 Shakespeare adaptations  
 Shakespeare's genius

(4) Analytics: Alphabet an author analytic by the title of the analytic, not by the title of the book. If there are two analytics of the same title subarrange by the main entry of the book.

If the title of an analytic and of a separate work are the same, file the separate work first, disregarding a subtitle or a second title, if any.

O'Neill  
 The emperor Jones, Different, The straw  
 O'Neill  
 The emperor Jones (In Church. Curtain!)  
 O'Neill  
 The emperor Jones (In Locke. Plays of Negro life)

*Note:* It is clearer if the title as well as the author of the analytic is typed in the heading. Otherwise the analytic title should be underlined where it appears on the card.

(5) Criticisms: File a criticism of a particular title, edition, or translation, immediately after the entry for that title, edition or translation.

(6) Editions: Editions of the same title may be variously arranged depending partly on the character of the material and partly on the type of library to be served.

For scientific, technical and other factual material, arrangement by date is usually important. The latest edition may be filed first by arranging the dates in reverse order.

For belles-lettres, arrangement by publisher, editor, translator, or illustrator is to be preferred in public libraries. Editions, with or without editor, when better known by series (e.g., Loeb classics), should be arranged by series. Arrangement by date better meets the needs of university libraries, but may be used wherever preferred. (Cf. Rule 26:b)

Editions arranged by date only, should precede editions arranged by publisher, editor, etc.

Editions of the same title and same publisher or editor are subarranged by date.

Variations in subtitle may usually be disregarded.

## McPherson

A course in general chemistry.	4th ed.	1936
	2d ed.	1921
_____		1915
_____		1913

## Stevenson

A child's garden of verses,	N.Y., Appleton,	1923
_____	N.Y., Crowell,	c1918
_____	Cambridge, Eng., Heffer,	1922
_____ illus. by Burd	Akron, O., Saalfield,	1929
_____	N.Y., Scribner,	1909
_____ with illus. by Smith.	N.Y., Scribner,	1930
_____ illus. by Noé	N.Y., Sears	
_____ ; introd. and notes by Weeks.	Philadelphia,	
	Winston,	1928

Note: The Stevenson example shows arrangement by publisher. Arrangement by illustrator is shown in the Lang example following; by editor in the examples under Rule 26.

(7) Translations: Either of the following arrangements may be used. The second is suitable for large collections and for voluminous authors.

(a) Arrange each translation alphabetically by its own title. A note under the English title may be used to refer to the title under other languages, if needed.

Maeterlinck  
Der blaue vogel

Maeterlinck  
The blue bird

The library has this book also in French  
(L'oiseau bleu) and in German (Der blaue vogel)

Maeterlinck

Death

Maeterlinck

Monna Vanna

Maeterlinck

La mort

Maeterlinck

L'oiseau bleu

(b) ALTERNATIVE RULE: Arrange translations alphabetically by *language* immediately after the original title. The original title and the language of the translation should appear in the heading of the card. Refer from the title of the translation.

(For an alternative arrangement see Rule 26:c)

Maeterlinck  
 The blue bird  
 Translations are filed alphabetically by  
 language after the original title:  
 L'oiseau bleu  
 Maeterlinck  
 La mort  
 Maeterlinck (La mort. English)  
 Death  
 Maeterlinck  
 L'oiseau bleu  
 Maeterlinck (L'oiseau bleu. English)  
 The blue bird  
 Maeterlinck (L'oiseau bleu. German)  
 Der blaue vogel

(Note: Only one reference is shown in the above examples.)

b) Works *about* the author

(1) Arrange in a second file the entries for works about the author, alphabetizing by the main entry of the book; or, if an analytic, by the author of the analytic.

*Exception:* The subject entry for a criticism of an individual title files immediately after the author entries for the title (cf. a 5 preceding).

(2) Arrange subject subdivisions alphabetically by the subdivision. (See examples under Rule 26)

Lang, Andrew  
 Adventures among books  
 Lang, Andrew, ed.  
 Lang, Mrs Leonora Blanche  
 Book of saints and heroes  
 Lang, Andrew  
 Complete works  
 Lang, Andrew  
 Homer and the epic  
 Lang, Andrew, tr.  
 Homerus  
 The Iliad  
 Lang, Andrew  
 Late Jacobite tracts (In Bibliographica...)  
 Lang, Andrew  
 The Maid of France  
 The library has this title also in  
 French (La Pucelle de France)  
 Lang, Andrew  
 The making of religion

LANG, ANDREW  
THE MAKING OF RELIGION  
Tyrrell, George  
The faith of the millions, v.2  
Lang, Andrew, tr.  
Homerus  
The Odyssey  
Lang, Andrew  
La Pucelle de France  
Lang, Andrew, ed.  
The red fairy book... with numerous illus. by  
A.J. Ford and Lancelot Speed. London, Long-  
mans, 1890  
\_\_\_\_\_, with illus. by M. DeV. Lee. Philadel-  
phia, Macrae Smith, [1927]  
\_\_\_\_\_; introd. and notes by M.D. Holmes, illus.,  
by Frederick Richardson. Philadelphia, Wins-  
ton, [1930]  
\_\_\_\_\_, illus. by Gustaf Tenggren. Philadelphia,  
McKay, 1924  
Lang, Andrew, jt. auth.  
Haggard, Sir H.R.  
The world's desire  
LANG, ANDREW  
Gordon, G.S.  
Andrew Lang  
LANG, ANDREW  
Rait, R.S.  
Andrew Lang as historian

If the optional exception (a 2) is adopted, the order of entries would vary as follows:—

Lang, Andrew  
Adventures among books  
Lang, Andrew  
Complete works  
Lang, Andrew  
Homer and the epic  
Lang, Andrew, tr.  
Homerus  
The Iliad  
Lang, Andrew, tr.  
Homerus  
The Odyssey  
Lang, Andrew, ed.  
Lang, Mrs Leonora Blanche  
Book of saints and heroes  
Lang, Andrew  
The making of religion

Lang, Andrew, jt. auth.  
 Haggard, Sir R.H.  
 The world's desire

For an arrangement under Shakespeare, see the Comprehensive example, Appendix V.

## 26. Special arrangement under classic and voluminous authors

It is difficult for users of the catalog to locate a specific title, edition or translation under a classic author in even a medium-sized collection, therefore great care should be taken that guide-cards indicate clearly the grouping and arrangement of entries. Notes on the guide-cards should explain the order and method of alphabetizing within each group.

### a) Arrangement 1

Arrange entries in the following main groups: (1) Complete, or nearly complete, works, (2) Selected works, Selections, etc., (3) Single works, (4) Works about the author.

#### (1) Complete works

Disregard wording of title and arrange by editor; or, if no editor, by series or publisher if well-known, otherwise by date. (cf. Rule 25:a 5-7)

#### (2) Selected works (partial collections, collected fragments and spurious works). Selections (anthologies, quotations, etc.). Arrange by *title* and subarrange according to Rule 25:a.

*Note 1:* When the title of a partial collection, consisting of two or more works, begins with the title of the first work (e.g., Cicero, *De senectute et De amicitia*), the entry is probably better filed with the entries for the first work under *Single* works, disregarding the other titles in the entry. Added entry may be made for the other title or titles.

*Note 2:* Selections (anthologies, extracts, quotations and other miscellanea) may, if preferred, form a separate group arranged before or after *Single* works.

#### (3) Single works (including fragments of a single work and single spurious or attributed works)

Arrange alphabetically by the best-known title in the original language.<sup>15</sup> Indicate the titles by guide-cards and refer from other forms of the title and from well-known forms of the English title.

Under each title subarrange the entries like *Complete* works.

---

<sup>15</sup> It is suggested that the Library of Congress Classification schedules for class P-PZ (Literature) be used to establish the original titles.

Note: For public libraries, arrangement under the best known English title may be preferred, with reference from the original title; e.g., under Cicero use the title Friendship and refer from Amicitia, De amicitia, Laelius.

(4) Works about the author

See Rule 25: b

Cicero. Complete works. Latin text

Arranged by editor, series or publisher, disregarding wording of title:

Opera; ed. stereotypa	1816-22?
Opera.	Baiter 1860-69
M. Tullii Ciceronis opera.	Ernesti 1810
M. Tullii Ciceronis opera omnia.	Ernesti 1819
Opera.	Gronovius 1692
Scripta quae manserunt omnia.	Klotz 1855-83
M. Tullii Ciceronis opera.	Lallemand 1768
Opera.	Olivet 1758

Cicero. Complete works. (Translations)

Arranged by language and under language by translator.

The works of Cicero	English
Oeuvres...	French
Oeuvres complètes...	French and Latin <sup>16</sup>
Oeuvres complètes...	Nisard
	Prévost

Cicero. Selected works. Selections, etc. (Latin text)

Arranged by title

Ars oratoria; selections
Cicero's correspondence
Cicero's idioms
De officiis; De amicitia; De senectute; Paradoxa... <sup>17</sup>
Eleven orations of Cicero
PISTOLAE
Boot. Observationes criticae
Epistolae ad familiares
PISTOLAE AD FAMILIARES. 1474
Scholderer. A supposed Foligno edition of 1474
(Cicero's) essays on old age and friendship; and
Cicero's Oration for Milo
Extracts from Cicero
Offices, essays and letters of Cicero
Orationes et epistolae selectae
Orations; ed. by Moore
Orations; ed. by Yonge
Select orations and letters
(Cicero): ten orations and selected letters
Thesaurus

Cicero. Selected works. Selections. (Translations)

Arranged by language and under language by translator.<sup>18</sup>

<sup>16</sup> May be arranged with original texts, if preferred.

<sup>17</sup> May file among Single works under first title, if preferred.

<sup>18</sup> May file by title under language, if preferred.

Cicero's essays on Old age and Friendship; also his Paradoxes	English	Edmonds
Cicero's three books of offices; also his Cato major... [etc.]	English	Edmonds
Letters to several of his friends	English	Melmoth
Letters to his friends (Loeb classics)	English	Williams
Lettres de Cicéron à ses amis	French and Latin	Prévost

Cicero. Single works

Academica (Academicae quaestiones)

Amicitia, see LaeliusArs rhetorica, see Rhetorica

Brutus (De claris oratoribus)

Cato major de senectute. (Latin text)

Laelius et Cato major

De senectute; dialogue on old age Allen

Caxton: Tulle Of olde age Caxton &amp; Sussebach

Cato major de senectute. Laelius Crowell

De senectute et De amicitia Dillaway

Cato major de senectute Huxley

Cato major et Laelius Stickney

Cato major de senectute. (Translations)

Arranged by language and under language by translator.

A defense of old age... English Houghton

Cato major; or A discourse on old age...

English Logan

Cato, or An essay on old age... English Melmoth

Consolatio

De amicitia, see LaeliusDe claris oratoribus, see BrutusDe consolatione, see Consolatio

De fato

De finibus bonorum et malorum

De inventione rhetorica, see Rhetorica

De officiis

De officiis. Atzert

De officiis; tr... M'Cartney

DE OFFICIIS

Adams. De officiis et paradox

Nelson. De officiis in Christian thought

De senectute, see Cato majorDream of Scipio, see Somnium ScipionisFriendship, see Laelius

Laelius de amicitia

Laelius et Cato major

1854

De senectute et De amicitia

Crowell

Laelius de amicitia

Reid

Cato major et Laelius

Stickney

Laelius; a dialogue on friendship

Shuckburgh

Officia, see De officiisOld age, see Cato majorOn friendship, see LaeliusOn old age, see Cato major

Rhetorica

Somnium Scipionis  
Conway. From Orpheus to Cicero

CICERO. Works about  
Boissier  
Cicero and his friends  
Conway  
Makers of Europe  
Caesar the destroyer. The originality of Cicero.  
Peterson  
Cicero, a biography

CICERO - BIBLIOGRAPHY  
CICERO - LANGUAGE

Shakespeare. Complete works (Includes complete dramatic works)

Arranged by editor, etc., disregarding wording of title.  
Shakespeare's comedies, histories and tragedies. 1623  
(repr. 1902)

Mr William Shakespeare's comedies, histories and  
tragedies. 1632 (repr. 1909)

Complete works. 1905?

Bell's edition of Shakespeare

The family Shakespeare, ed. by Bowdler

Complete works, ed. by Craig. (Oxford Shakespeare)<sup>19</sup>

Oxford Shakespeare; the complete works, ed. by Craig<sup>20</sup>

Works... ed. by Gollancz. (Temple Shakespeare)<sup>19</sup>

Pictorial edition... ed. by Knight. 1839-43

Knights cabinet edition... 1851

Pictorial edition... ed. by Knight. 2d rev. ed. 1867

Shakespeare. Complete works. (Translations)

Arranged by language and under language by translator.  
Shakespeare'n draamoja Finnish Cajender  
Oeuvres dramatiques French Duval  
Oeuvres complètes French Guizot  
Shakespeare's dramatische werke German Schlegel

Shakespeare. Poetical works. (Collected and Selected)

For the Sonnets alone, and for single poems (e.g., Venus and Adonis) see the file of Single works. Collections and selections of the poems are arranged by title.

A book of Shakespeare's songs

Poems. (Ariel edition)

Poems; ed. by Brooke

Poetical works of Shakespeare and Jonson

Songs and sonnets; ed. by Palgrave

Songs and sonnets; illus. by Robinson

Songs from the plays

Under the greenwood tree; songs from the plays

<sup>19</sup> May be arranged by series, if preferred.

<sup>20</sup> May be arranged by "Oxford," if preferred.



King Henry IV  
King Henry the Fourth  
King Henry IV, part 1  
The historie of Henrie the Fourth. Part 1  
King Henry IV, part 2  
The second part of King Henry the Fourth  
King Henry IV, part 2 (Translations)  
Enrico IV (parte seconda) tr. Angeli. Italian  
King Richard III  
Richard the Third, a tragedy  
Locrine [spurious and doubtful work], see Locrine  
Much ado about nothing  
The comedy of Much ado about nothing  
Raigne of King Edvard the Third, see Edward III  
(Drama)  
Richard III, see his King Richard III  
Songs, see the file of Poetical works preceding.  
Sonnets  
Shak-speare's Sonnets 1609 (repr. 1926)  
Sonnets, and A lover's complaint Alden  
The original order of  
Shakespeare's sonnets Bray  
Shakespeare's sonnets Brooke  
The sonnets Mosher, publ.  
Sonnets (Translations)  
Le secret de Shakespeare; French. L'Hommedé  
les sonnets  
Shakespeare sonnets German. George. 1909  
Sonnette German. George. 1931  
Sonetos Spanish. Astrana Marin  
Sonnets (Criticism)  
Godwin. A new study of the sonnets  
Hitchcock. Remarks on the Sonnets  
Taming of the shrew  
A modern prompt book of...Taming of Bacon and Kennedy  
the shrew.  
The taming of the shrew. Coriolanus. Booklovers ed.  
Catharine and Petruchio Garrick  
The taming of the shrew, a comic  
opera by Goetz.  
[a secondary entry with main entry under Goetz]  
Shakespeare's comedy of the Taming Rolfe  
of the shrew.  
Taming of the shrew. (Translations)  
Kunst über alle künste German. Kohler  
Der widerspenstigen zähmung German. Weber  
Two noble kinsmen, see Fletcher, John. The two noble  
kinsmen.  
Venus and Adonis  
Adaptation of Shakespeare's poem Venus and Adonis  
The winter's tale  
The comedy of the winter's tale; abr. by Hiestand  
Shakespeare's The winter's tale; ed. by Hudson

SHAKESPEARE. Works about  
 SHAKESPEARE — ADAPTATIONS  
 SHAKESPEARE — AUTHORSHIP  
 SHAKESPEARE — BIBLIOGRAPHY  
 SHAKESPEARE — COMEDIES  
 SHAKESPEARE — CONCORDANCES, INDEXES, ETC.  
 etc., etc.

For a simplified arrangement of Shakespeare according to Rule 25,  
 see the Comprehensive example, Appendix V.

b) Arrangement 2 (For large reference collections)<sup>23</sup>

Arrange entries in the following main groups:—1. Complete works, 2. Selected works: Partial collections (miscellaneous), 3. Selected works: Particular groups, 4. Single works. 5. Spurious and doubtful works, 6. Selections: anthologies, extracts, quotations, etc., 7. Subject entries.

(1) Complete works

Arrange in the following order:—

(a) Manuscripts and facsimiles of manuscripts

Arrange by date. A facsimile is arranged by date of the original.

(b) Texts in the original language

Arrange first by date and then by editor, disregarding variations in the wording of the title. Supply approximate date. Facsimiles and reprints are arranged first by date of the original and secondarily by date of the reprint.

(c) Translations

Arrange alphabetically by language and under language subarrange by date.

(d) Criticisms of a particular edition or translation

Arrange immediately following the text of that edition or translation.

(2) Selected works: partial collections

Arrange like Complete works

(3) Selected works: particular groups

Arrange alphabetically by the best-known group-title in the original language, and under each group-title arrange the entries like Complete works.

*Note:* If this separate arrangement of special groups is not desired, the groups may be included either with the other partial collections (2) or with the Single works (4).

<sup>23</sup> Since any general scheme has to be adapted to the individual author, no examples are given under Rules 26: b and 26: c.

## (4) Single works

Arrange alphabetically by the best known title in the original language (cf. 26:a3). Under each title subarrange as follows:—

- (a) Texts in the original language. Arrange like Complete works.
- (b) Translations. Arrange as under Complete works.
- (c) Criticisms, etc. Arrange alphabetically by author of the criticism. *Exception:* a criticism of a particular edition or translation files immediately after that edition or translation.

## (5) Spurious and doubtful works

Arrange (a) Collections; (b) Single titles. Under each subarrange like Complete works.

## (6) Selections: anthologies, etc.

Arrange like Complete works. If preferred, the subarrangement under original texts and translations may be by title.

## (7) Subject entries

See Rule 25:b

## c) Arrangement 3 (ALTERNATIVE rule for large collections)

The distinguishing characteristic of this alternative arrangement is that translations and criticisms form separate groups following the entire body of original texts.

Arrange the entries in the following main groups:—1. Original texts, 2. Translations, 3. Biography and general criticism, 4. Criticism of individual works, 5. Other subject entries

## (1) Original texts

Arrange as follows:—

- (a) Complete works
- (b) Selected works
- (c) Single works
- (d) Spurious and doubtful works
- (e) Selections

Subarrange each section as in 26:b 1-6, omitting translations and criticisms.

## (2) Translations

Arrange by language and under language subarrange according to the sections *a-e* under Original texts.

*Note:* English translations may be placed first, if preferred.

- (3) Biography and general criticism  
Arrange by main entry.
- (4) Criticism of single works  
Arrange by the title of the Single work and subarrange by the author of the criticism.
- (5) Other subject entries  
See Rule 25: b

## 27. Corporate entries (Institutions, organizations, societies, etc.)

For corporate entries under country, state, city, etc., see Place arrangement (Rules 31-32) and example under U.S. Congress (Rule 38:c).

a) Under the corporate author headings for institutions, societies, etc. (e.g., churches, denominations, museums, universities, etc.) arrange titles and added entries according to the rules adopted for personal author entries (Rule 25).

b) Arrange subdivisions, both author and subject, in one alphabet.

Baptists. Alabama  
 Baptists. Alabama. State convention  
 BAPTISTS. BIOGRAPHY  
 Baptists. Board of education  
 BAPTISTS. HISTORY  
 Baptists. Massachusetts. Berkshire association  
 BAPTISTS. OREGON  
 Baptists. Oregon. General association  
 BAPTISTS. U.S.  
 Catholic church  
 CATHOLIC CHURCH  
 CATHOLIC CHURCH. BIBLIOGRAPHY  
 Catholic church. Catechisms  
 CATHOLIC CHURCH. CATECHISMS AND CREEDS  
 Catholic church. Councils  
 CATHOLIC CHURCH. DISCIPLINE  
 CATHOLIC CHURCH. HISTORY  
 Catholic church. Liturgy and ritual  
 CATHOLIC CHURCH. LITURGY AND RITUAL  
 Catholic church. Pope  
 Catholic church. Treaties  
 Harvard university  
 HARVARD UNIVERSITY  
 Harvard university. Arnold arboretum  
 HARVARD UNIVERSITY. BIOGRAPHY  
 Harvard university. Class of 1883  
 Harvard university. Class of 1901  
 Harvard university. Dental school  
 Harvard university. Dramatic club  
 HARVARD UNIVERSITY. EXAMINATIONS

Harvard university. Harvard alumni association  
Harvard university. Library  
HARVARD UNIVERSITY. LIBRARY

When a large number of entries exist under a corporate heading, a special scheme of arrangement may become advisable. Author and subject entries may be separated; and/or geographical subdivisions may be formed into a separate group. The Library of Congress indicates by the use of bold-faced type that, under a university, entries for alumni, student and similar organizations (e.g., Harvard university. Class of 1901, Harvard university. Dramatic club) may be filed separately. Such variations from a single alphabet should be made by large libraries as the need for them arises.

## 28.-30. ANONYMOUS CLASSICS: BIBLE AND OTHER SACRED BOOKS

Variation of cataloging practice in the formation of Bible and other anonymous classic headings makes it difficult to formulate a generally acceptable filing arrangement. The Library of Congress is revising its Bible headings to give language division precedence over form division in main-entry headings, e.g., *Bible. English. Selections* instead of *Bible. Selections. English*; and by using the latter as an added entry, makes possible a double arrangement. See *Conspectus of L.C. Bible arrangement, Appendix IV*. Since few libraries require this elaborate system of double entries and double arrangements, the following schemes are recommended:—

Rule 28 is an arrangement, based on the Library of Congress revised headings, that is *suitable for large collections*.

Rule 29 is a simplified, more nearly alphabetic arrangement, *suitable for smaller and medium sized collections*.

For a strictly alphabetical arrangement for small collections, see Appendix V.

### 28. Bible. For large collections, based on Library of Congress revised headings.

Arrange Bible entries in groups in the following order:—

#### a) Bible. Manuscripts

Arrange by language and under each language by parts. Refer from the parts, viz., *Bible. O.T. Manuscripts*, *see Bible. Manuscripts. Language. O.T.*

#### b) Bible as a whole

(1) Texts: arrange alphabetically by language. A polyglot Bible may file before the single languages or in its alphabetical place.

Under each language, subarrange in two main groups:—

(a) By date, and then by version or editor.

ALTERNATIVE: Libraries that prefer to keep versions together may do so by arranging first by version or editor and then by date; entries with date only preceding those arranged by version, viz.,

Bible.	English.	1811
English.	Authorized.	1611
English.	Authorized.	1763
English.	Douai.	1852
English.	Fenton.	1938
English.	Geneva.	1590
English.	Moffatt.	1926
English.	Moffatt.	1935

(b) By form division, alphabetically, as

Bible.	Language.	Lessons, Liturgical
Bible.	Language.	Paraphrases
Bible.	Language.	Selections

Under the form divisions, the further subarrangement may be either by date (Library of Congress) or by title; the latter of these is to be preferred by public libraries because the titles are usually distinctive.

(2) Bible as subject

Arrange alphabetically by subject subdivision, and under each subdivision by main entry.

c) Bible. Old Testament.

- (1) Texts: arrange as in b 1 above.
- (2) Subject: arrange as in b 2 above.
- (3) Parts; under each part arrange by language and by subject as above. The parts of the Old and New Testaments may be arranged either in alphabetical or in canonical order. The alphabetical is recommended since the canonical is no longer familiarly known. If the canonical is used, the parts should be listed on a guide-card at the front of each drawer, or a numbered alphabetical index should be filed at the beginning of the section, *see* Index table, Appendix IV. Groups of books, such as the Pentateuch, should file in their alphabetical places; or, if the canonical order is adopted, before the first book of the group.

d) Bible. New Testament

Arrange like the Old Testament

e) Bible (titles, etc.)

Bible. Manuscripts

Bible. Manuscripts, Church Slavic. N.T. Gospels  
Bible. Manuscripts, Gothic. Codex argenteus  
Bible. Manuscripts, Greek. Codex vaticanus  
BIBLE. MANUSCRIPTS, GREEK. CODEX VATICANUS  
Bible. Manuscripts, Greek. O.T. Genesis  
Bible. Manuscripts, Greek. N.T. Codex vaticanus  
Bible. Manuscripts, Latin. O.T. Psalms  
BIBLE. MANUSCRIPTS  
Bible. Manuscripts. Facsimiles

Bible. Texts, arranged by language

Bible. Polyglot. 1901  
Bible. Armenian  
Bible. English. 1881. Revised  
Bible. English. 1911. Authorized  
Bible. English. 1922. Moffatt  
Bible. English. 1931. Authorized  
Bible. English. Paraphrases. 1902  
The Christ of the ages in words of Holy writ.  
Bible. English. Paraphrases. 1934  
The Bible in song.  
Bible. English. Selections. 1887  
Commands and promises for daily meditations.  
Bible. English. Selections. 1911  
The busy man's Bible.  
Bible. English. Selections. 1915  
Gems from the Bible.  
Bible. English. Selections. 1918-21  
The shorter Bible.  
Bible. English. Selections. 1929  
Familiar Bible quotations.  
Bible. French. 1856. Martin  
Bible. French. 1858. Martin  
Bible. French. Selections  
Bible. German. 1580. Luther  
Bible. German. 1865. Allioli  
Bible. German. Paraphrases  
Bible. Portuguese

BIBLE. SUBJECT

BIBLE - BIBLIOGRAPHY  
BIBLE - COMMENTARIES  
BIBLE - HISTORY  
BIBLE - HISTORY OF BIBLICAL EVENTS  
BIBLE - INTRODUCTIONS

Bible. Old Testament. Texts

Bible. O.T. Manuscripts  
see Bible. Manuscripts  
Bible. O.T. English. 1917  
Bible. O.T. English. 1920  
Bible. O.T. English. Selections. 1904  
Narratives of the beginnings of Hebrew history.

Bible. O.T. English. Selections. 1906  
 Bible stories (Old Testament)  
 Bible. O.T. German. 1914  
 Bible. O.T. Hebrew. 1667

BIBLE. O.T. SUBJECT

BIBLE. O.T. - ANTIQUITIES  
 BIBLE. O.T. - BIOGRAPHY  
 BIBLE. O.T. - COMMENTARIES

Bible. O.T. Parts

Bible. O.T. Amos. English. 1911  
 Bible. O.T. Amos. English. 1929  
 Bible. O.T. Amos. French. 1913  
 BIBLE. O.T. AMOS  
 Bible. O.T. Apocrypha. English. 1888  
 BIBLE. O.T. APOCRYPHA  
 Bible. O.T. Apocrypha. Baruch  
 Bible. O.T. Apocrypha. Esdras  
 Bible. O.T. Apocrypha. Maccabees  
 Bible. O.T. APOCRYPHA. MACCABEES  
 Bible. O.T. Apocrypha. 1 Maccabees  
 Bible. O.T. Apocrypha. 2 Maccabees  
 Bible. O.T. Apocryphal books  
 Bible. O.T. Chronicles. English  
 Bible. O.T. Chronicles. Latin  
 BIBLE. O.T. CHRONICLES.  
 Bible. O.T. 1 Chronicles  
 Bible. O.T. 2 Chronicles  
 Bible. O.T. Daniel  
 Bible. O.T. Deuteronomy  
 Bible. O.T. Genesis  
 Bible. O.T. Heptateuch  
 Bible. O.T. Maccabees  
 see Bible. O.T. Apocrypha. Maccabees

Bible. O.T. Pentateuch

Bible. O.T. Samuel

Bible. New Testament

Arrange like O.T.

Bible. Titles, etc.

Bible and science

Bible in Spain

Bible plays

## 29. Bible. Alphabetic order for smaller collections

This is a simplified scheme for libraries that prefer an alphabetic order under the Bible and its parts. The English language may be omitted, if preferred, in order to bring the English texts first. Language divisions have been dropped under subordinate parts of the Old and New Testaments, because the libraries using this scheme will probably not have enough texts under any one part to make language division necessary.

## a) Bible as a whole

Arrange all divisions (language, form and subject) in one alphabet.

Under each language, subarrange texts by date and then, if needed, by version or editor. (Cf. Alternative under Rule 28: b 1 a)

When the same heading is used for a text and for a subject entry, the text precedes the subject.

## b) Bible. Old Testament

Arrange all divisions, including the parts, in one alphabet; subarranging texts as above.

## c) Bible. New Testament

Arrange like Old Testament.

## d) Bible. Titles, etc.

## Bible

Bible. 1881. Revised

Bible. 1911. Authorized

Bible. 1922. Moffatt

Bible. 1931. Authorized<sup>24</sup>

## BIBLE

BIBLE - ANTIQUITIES

Bible. Armenian

BIBLE - BIBLIOGRAPHY

BIBLE - COMMENTARIES

Bible. Dutch

Bible. French

BIBLE. MANUSCRIPTS

Bible. Manuscripts. Facsimiles

Bible. Manuscripts, Greek. Codex vaticanus

Bible. Manuscripts, Greek. O.T. Genesis

Bible. Manuscripts, Greek. N.T.

Bible. Manuscripts, Latin. O.T. Psalms

Bible. Manx

Bible. Paraphrases

The Bible in song

The Christ of the ages in words of Holy writ

Neue Bibel...nachgedichtet von Kaegi

Récits sacrés

Bible. Polyglot

BIBLE - PROPHECIES

Bible. Selections

Die Bibel in auswahl für haus

The busy man's Bible

Familiar Bible quotations

Perlen der Bibel

The shorter Bible

<sup>24</sup> If "English" is inserted in the heading, these first four entries will file after Bible. Dutch.

BIBLE - STUDY  
 Bible. Swedish  
 BIBLE - VERSIONS  
 Bible. Old Testament  
 Bible. O.T. 1917  
 Bible. O.T. 1920  
 BIBLE. O.T.  
 Bible. O.T. Amos  
 BIBLE. O.T. AMOS  
 BIBLE. O.T. - ANTIQUITIES  
 Bible. O.T. Apocalypse of Baruch  
see Bible. O.T. Apocryphal books. Apocalypse of Baruch  
 Bible. O.T. Apocrypha  
 BIBLE. O.T. APOCRYPHA  
 Bible. O.T. Apocrypha. Baruch  
 Bible. O.T. Apocrypha. Esdras  
 BIBLE. O.T. - BIOGRAPHY  
 Bible. O.T. Baruch  
see Bible. O.T. Apocrypha. Baruch  
 Bible. O.T. Baruch, Apocalypse of  
see Bible. O.T. Apocryphal books. Apocalypse of Baruch  
 Bible. O.T. Chronicles  
 BIBLE. O.T. CHRONICLES  
 Bible. O.T. I Chronicles  
 Bible. O.T. II Chronicles  
 BIBLE. O.T. - COMMENTARIES  
 Bible. O.T. German  
 BIBLE. O.T. - HISTORY  
 Bible. O.T. Italian  
 Bible. O.T. Manuscripts  
see Bible. Manuscripts  
 Bible. O.T. Paraphrases  
 Bible. O.T. Pentateuch  
 Bible. O.T. Psalms  
 Bible. O.T. Psalms I-XX  
 Bible. O.T. Psalms XXIII  
 Bible. O.T. Psalms. Paraphrases  
 Bible. O.T. Selections  
 Bible. New Testament  
 Arrange like Old Testament  
 Bible. Titles, etc.  
 BIBLE AND SCIENCE  
 The Bible and the child  
 BIBLE IN LITERATURE  
 Bible in Spain  
 Bible plays  
 Bible student's companion

*Note:* The smaller public libraries may prefer to interfile *all* entries beginning with the word Bible in one straight alphabet. See Bible in the Comprehensive example, Appendix V.

## 30. Other anonymous classics and sacred books

a) Follow the same principles as for the arrangement of Bible entries.

An alphabetic interfiling of form and subject subdivisions is suggested unless the collection of entries is large.

Talmud [texts]	
TALMUD	
Talmud. Appendices	
TALMUD. BIBLIOGRAPHY	
Talmud. Manuscripts	
Talmud. Selections. English	
Talmud. Selections. German	
Talmud. Barakoth	
Talmud. Megillah	
TALMUD. MEGILLAH	
Talmud. Nashim	
Talmud. Nashim. English	
Talmud Yerushalmi	

] or interfile the parts with  
the other subdivisions,  
if preferred.

b) When the name of an historical person is used in the heading of an anonymous classic, e.g., Charlemagne (Romances, etc.), the entry for the real person should precede the anonymous classic entries.

Charlemagne, 742-814  
 CHARLEMAGNE, 742-814  
 CHARLEMAGNE — CANONIZATION  
 CHARLEMAGNE — DRAMA  
 Charlemagne and his knights  
 Charlemagne (Drama)  
 Charlemagne. Gesta Karoli Magni ad Carcassonam et  
 Narbonam  
 Charlemagne (Romances, etc)  
 Charlemagne. Vita Karoli Magni sec. XII  
 Charlemagne. Voyage à Jérusalem et à Constantinople  
 Charlemagne. Ystoria de Carolo Magno

## 31.-32. PLACE ARRANGEMENT

*Preliminary note.* Entries beginning with the same geographical name may be analyzed into the following types:—

1. A place (city, state, country, etc.) as a corporate author.

This includes the entries for works by the government of the place and by its official divisions, i.e., bureaus, departments, offices, commissions, committees, the army, the navy; also the entries for the texts of charters, constitutions, laws and statutes, ordinances and treaties. And the subject entries for the same.

2. The local institutions (churches, libraries, museums, schools, universities, etc.) that are entered under the name of the place. Both author and subject entries.
3. A place as subject, with the subject subdivisions.
4. Other places of the same name (e.g., London; London, Ohio; London, Ont.) each of which may have entries as listed in 1-3 above.
5. Societies and other organizations whose names begin with the place name (e.g., London mathematical society); both author and subject entries. These are not necessarily located in the place.
6. Geographical, ecclesiastical, and other headings beginning with the same name, such as counties, townships, rivers, lakes, gulfs, mountains, etc.; e.g., New York (City), New York (Colony), New York (County), New York (State), London (Diocese), Los Angeles river, Washington County.
7. Inverted headings, such as Concord, Battle of, Berlin, Treaty of, Washington, Fort. Some of the inverted headings are also geographical headings, e.g., Washington, Mt., Mexico, Gulf of.
8. Names of ships, etc., e.g., Pennsylvania (Battleship), Los Angeles (Airship).
9. Titles and phrase subject headings beginning with the same name.

The problem is to combine these various types into one or more groups so that users of the catalog may locate a specific entry with a minimum of searching, and yet to have due regard to the needs of research workers. There has been no uniform library practice in the arrangement of place entries. *Two orders of arrangement* have therefore been selected for recommendation. *Rule 31 gives a grouped order*, either a three-group or a two-group arrangement; and *Rule 32 gives a single group or straight alphabetic arrangement*.

### 31. Place arrangement (Grouped order)

#### a) Three-group order

Arrange entries beginning with the same geographical term in three main groups, as follows:—1. Place as corporate author with subject entries about the corporate author, 2. Place as subject, 3. Societies, organizations, titles, and all other entries beginning with the same geographical name.

*Note:* The chief advantage of the three-group order is that it concentrates the official and nonofficial author entries in one alphabet and so facilitates the checking of bibliographical lists and references.

To libraries in which the segregation of the corporate author entries

is not of paramount importance, the two-group order (see alternative Rule 31:b) is recommended. The latter arrangement has the advantage of keeping in the same group the subject entries for a place as corporate author and the general subject entries for the place and thus eliminates many cross references.

(1) Place as corporate author (cf. Preliminary note 1-2)

Interfile in one alphabet the entries, both author and subject for the official divisions and for the nonofficial local institutions.

*Note:* The Library of Congress on its printed cards distinguishes by the use of italics in the subhead, entries for official divisions from entries for nonofficial local institutions, e.g., Washington, D.C. *Board of health* (official) and Washington, D.C. *Board of trade* (nonofficial) and files them in separate groups. A few of the larger libraries may prefer to follow the Library of Congress practice; but in general this is not recommended because users of the catalog do not distinguish between official and nonofficial headings. For those libraries that prefer to file nonofficial public institutions in the third group with societies and other organizations, an example will be found under New York (Appendix I).

- (a) Arrange headings consisting of the place name followed by such terms as *defendant*, *plaintiff*, etc., before any of the official divisions.
- (b) Arrange headings of the official bureaus, departments, etc., and of local institutions by the *first* word of the subhead, e.g.,

U.S. - Bureau of education  
U.S. - Dept. of agriculture

with reference from the distinctive subject word in the subhead, e.g.,

U.S. - Education, Bureau of see  
U.S. - Bureau of education

- (c) ALTERNATIVE: Disregard the words *Board of*, *Bureau of*, *Dept. of*, etc., and alphabet by the *topical* word or phrase in the subhead. Underline the topical word and make a blanket reference from the disregarded phrase.

*Note:* The advantages of this alternative are: that a person may remember the topical word but may not know whether the object of his search is a bureau, a board or a department; that in case of reorganization and change of name, the distinctive part of the name is likely to be retained; that there is a subject value in arrangement by topical word.

The objection to this arrangement is that there is no standard practice in regard to the adoption of the topical word. Some libraries disregard the topical order when the official name begins with an adjective, such as Advisory, Central, Federal, National, etc., and alphabet by these; other libraries do not. If the topical word order is followed in all cases, cross references should be made from the official name beginning with an adjective.

U.S. Advisory council on social security, see  
 U.S. Advisory council on social security  
 U.S. Bureau of agricultural economics  
 U.S. Dept. of agriculture  
 U.S. Federal committee on apprenticeship  
 U.S. Bureau of...  
 Government bureaus are arranged by the topical word or phrase underlined in the name, e.g.,  
 U.S. - Bureau of education  
 U.S. Bureau of the census  
 U.S. Census office  
 U.S. Dept. of commerce  
 U.S. Council of national defense, see U.S.  
 Council of national defense  
 U.S. Bureau of education  
 U.S. Office of education  
 U.S. Federal committee on apprenticeship, see  
 U.S. Federal committee on apprenticeship  
 U.S. Bureau of foreign and domestic commerce  
 U.S. Commission on industrial relations  
 U.S. National bureau of standards, see U.S.  
 National bureau of standards  
 U.S. Council of national defense  
 U.S. Advisory council on social security  
 U.S. National bureau of standards

- (d) When there are author and subject entries for the same heading, file the subject after the author.
- (2) Place as subject (cf. Preliminary note 3)  
 Arrange the subject subdivisions alphabetically. (cf. *Arrangement under Subject*, Rules 33-35 and *Chronological arrangement*, Rule 38)
- (3) Societies, organizations, titles and all other entries beginning with the same geographical name (cf. Preliminary note 5-9)  
 Arrange alphabetically by the word, or words, following the place name, disregarding punctuation.
- (4) When there are two or more places of the same name, the places are arranged alphabetically by the designation following the name, e.g.

London	New York (City)
London, Ohio	New York (Colony)
London, Ontario	New York (County)
	New York (State)

Author and subject entries are arranged under each place, as in a.-b., but entries for societies, organizations, etc., *without country, state, or other designation after the place name*, file in a final group (3. above) after the entries for the separate places.

London (corporate author and subject entries about corporate author)

London

London. Aeronautical exhibition, 1868

London. Charing Cross hospital

London. Corporation

London. County council

LONDON. COUNTY COUNCIL

London. National gallery

LONDON. NATIONAL GALLERY

London. Ordinances

LONDON. ST. PAUL'S CATHEDRAL

London. School board

London. Stationers' company

London. Stock exchange

LONDON. STOCK EXCHANGE

London. University

LONDON. UNIVERSITY

LONDON (subject entries about place)

LONDON - ANTIQUITIES

LONDON - COUNTY COUNCIL

For material on this subject, see  
the preceding file.

LONDON - DESCRIPTION

LONDON - HISTORY

LONDON - SOCIAL LIFE AND CUSTOMS

LONDON - STOCK EXCHANGE

For material on this subject, see  
the preceding file.

LONDON - WATER SUPPLY

London (Diocese)

London, Ohio

London, Ont.

London, Ont. Council

London, Ont. University of western Ontario

LONDON, ONT.

LONDON, ONT. - ANTIQUITIES

London (titles, etc.)

London; a guide...

London and Londoners

London and Middlesex archaeological society

London and Middlesex historical society, London, Ont.  
London magazine  
London Shakespeare league  
London. University  
For material by or about this institution,  
see Author file preceding.

Washington, D.C. (Corporate author and subject entries  
about corporate author)  
Washington, D.C. Academy of sciences  
See Washington academy of sciences  
in the file of Titles, etc. following.  
Washington, D.C. All souls church  
Washington, D.C. Board of health  
Washington, D.C. Board of trade  
Washington, D.C. Conference on the limitation  
of armaments, 1921-1922  
Washington, D.C. Council  
Washington, D.C. Council of social agencies  
Washington, D.C. National gallery  
Washington, D.C. Public library  
WASHINGTON, D.C. PUBLIC LIBRARY  
Washington, D.C. Water dept.  
WASHINGTON, D.C. WHITE HOUSE  
WASHINGTON, D.C. (Subject entries about place)  
WASHINGTON, D.C. - DESCRIPTION  
WASHINGTON, D.C. - HISTORY  
WASHINGTON, D.C. - WATER SUPPLY  
Washington (State) (Corporate author and subject  
entries about corporate author)  
Washington (State) Agricultural experiment station,  
Pullman  
Washington (State) Bureau of labor  
Washington (State) Canal commission  
Washington (State) Geological survey  
WASHINGTON (STATE) GEOLOGICAL SURVEY  
Washington (State) State college, Pullman  
Washington (State) State forestry board  
Washington (State) State historical society, Tacoma  
See Washington state historical society, Tacoma,  
Wash. in the file of Titles, etc. following.  
Washington (State) State library, Olympia  
Washington (State) University  
WASHINGTON (STATE) (Subject entries about place)  
WASHINGTON (STATE) - DESCRIPTION AND TRAVEL  
WASHINGTON (STATE) - HISTORY  
WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS  
Washington (Ter.)  
Washington (Ter.) Auditor's Office  
Washington (Ter.) Laws, statutes, etc..  
WASHINGTON (TER.) - HISTORY  
Washington (Titles, etc.)  
Washington; a poem

Washington academy of sciences  
WASHINGTON (BATTLESHIP)  
Washington Co., Ala.  
Washington county historical society, Abingdon, Va.  
WASHINGTON, FORT  
WASHINGTON, MT.  
Washington state bar association  
Washington state historical society, Tacoma, Wash.  
Washington university, St. Louis

See also the examples shown under New York and United States in Appendix I.

b) Two-group order

Follow the general directions under Rule 31a, but interfile in one group the author and subject entries.

London (place)

London  
LONDON  
London. Aéronautical exhibition, 1868  
LONDON - ANTIQUITIES  
London. Charing Cross hospital  
London. County council  
LONDON. COUNTY COUNCIL  
LONDON - DESCRIPTION  
London. Guildhall library  
LONDON - HISTORY  
London. National gallery  
LONDON. NATIONAL GALLERY  
London. Naval conference, 1930  
London. Ordinances  
London. St Paul's cathedral  
London. School board  
LONDON - SOCIAL LIFE AND CUSTOMS  
London. University  
London (Diocese)  
London, Ohio  
London, Ont.  
LONDON, ONT. - ANTIQUITIES  
London, Ont. Council  
London, Ont. University of western Ontario

London (Titles, etc.)

London; a guide...  
London and Londoners  
London and Middlesex archaeological society

Washington, D.C.

Washington, D.C. Academy of sciences  
see Washington academy of sciences in the  
file of Titles, etc., following  
Washington, D.C. All souls church  
Washington, D.C. Board of health  
Washington, D.C. Board of trade

100-183

Washington, D.C. Conference on limitation  
     of armaments, 1921-1922  
 Washington, D.C. Council  
 Washington, D.C. Council of social agencies  
 WASHINGTON, D.C. - HISTORY  
 Washington, D.C. National gallery  
 Washington, D.C. Public library  
 WASHINGTON, D.C. - PUBLIC LIBRARY  
 WASHINGTON, D.C. - STREETS  
 Washington, D.C. Water Dept.  
 WASHINGTON, D.C. WATER SUPPLY  
 WASHINGTON, D.C. WHITE HOUSE  
 Washington (State)  
 Washington (State) Agricultural experiment station,  
     Pullman  
 Washington (State) Bureau of labor  
 Washington (State) Canal commission  
 WASHINGTON (STATE) DESCRIPTION AND TRAVEL  
 Washington (State) Geological survey  
 WASHINGTON (STATE) HISTORY  
 Washington (State) State college, Pullman  
 Washington (State) State forestry board  
 Washington (State) State historical society, Tacoma  
     see Washington State historical society, Tacoma,  
     Wash. in file of Titles, etc., following  
 Washington (State) State library, Olympia  
 Washington (State) University  
 Washington (Ter.)  
 Washington (Ter.) Auditor's office  
 WASHINGTON (TER.) - HISTORY  
 Washington (Ter.) Laws, statutes, etc.  
 Washington (Titles, etc.)  
 Washington; a poem  
 Washington academy of sciences  
 WASHINGTON (BATTLESHIP)  
 Washington Co., Ala.  
 Washington county historical society, Abingdon, Va.  
 WASHINGTON, FORT  
 WASHINGTON, MT.  
 Washington state bar association  
 Washington state historical society, Tacoma, Wash.  
 Washington university, St. Louis

### 32. Place arrangement (Alphabetic order)

- File entries beginning with the same geographical name in one alphabet, arranging by the word following the name, disregarding both punctuation and typography.
- Subject entries are filed immediately after the author entries of the same heading.
- In the rare instances when a title heading is identical with a subject heading, arrange alphabetically by the main entry.

d) Two or more places of the same name are alphabetized by the distinguishing designation following the name.

Note: Library of Congress omits country or state designation after the names of chief cities; but in order to keep the author and subject entries for a chief city from being scattered throughout the alphabet under the place name, it is necessary to insert the country or state designation.

Concord [a poem]  
Concord and Lexington  
Concord antiquarian society, Concord, Mass.  
CONCORD, BATTLE OF  
Concord days  
Concord library corporation, Concordsville, Pa.  
Concord, Me.  
CONCORD, ME.  
Concord, Mass.  
CONCORD, MASS.  
Concord, Mass. Convention, July 14, 1774  
CONCORD, MASS. - DIRECTORIES  
CONCORD, MASS. - HISTORY  
Concord, Mass. Trinity church  
Concord, N.H.  
CONCORD, N.H.  
Concord, N.H. City history commission  
Concord, N.H. Ordinances  
Concord, N.H. Public library  
Concord railroad corporation  
CONCORD RIVER  
CONCORD SCHOOL OF PHILOSOPHY  
Concord, Tenn. Farragut school  
Washington academy of science  
Washington and Lee university  
Washington council of social agencies  
Washington county, Ohio  
Washington, D.C.  
WASHINGTON, D.C.  
Washington, D.C. Chamber of commerce  
Washington, D.C. Conference on the limitation of  
armaments, 1921-1922  
WASHINGTON, D.C. - DESCRIPTION  
Washington, D.C. National gallery of art  
WASHINGTON, D.C. - SOCIAL LIFE AND CUSTOMS  
WASHINGTON, D.C. WHITE HOUSE  
The Washington enterprise  
Washington humane society, Washington, D.C.  
Washington merry-go-round  
Washington, Mt.  
Washington (State)  
WASHINGTON (STATE)  
Washington (State) Bureau of labor

Washington (State) Canal commission  
 Washington (State) Constitution  
 Washington (State) Dept. of agriculture  
 WASHINGTON (STATE) - DESCRIPTION AND TRAVEL  
 Washington (State) Geological survey  
 Washington state historical society, Tacoma, Wash.  
 Washington (State) Laws, statutes, etc.  
 WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS  
 Washington (State) State college, Pullman  
 Washington (State) State library, Olympia  
 Washington (State) University  
 Washington surveying and rating bureau, Seattle  
 Washington (Ter.) Auditor's office  
 Washington (Ter.) Governor  
 Washington university, St. Louis  
 Washington wool growers' association

See also the examples shown under New York and United States in Appendix I.

### 33.-35. SUBJECT ARRANGEMENT

*Preliminary note:* Analysis of the Library of Congress list of subject headings<sup>25</sup> shows that the following types of heading may have to be considered in subject arrangement:—

1. The subject without subdivision.
2. Subject with form or subject divisions, e.g., ART—EXHIBITIONS, ART—PERIODICALS.
3. Subject with period divisions, e.g., ENGLISH LITERATURE—17TH CENTURY, FRANCE—HISTORY—REVOLUTION.
4. Subject with geographical divisions, e.g., ART—ITALY.
5. Inverted subject heading: (a) subject followed by an adjective form, e.g., ART, ANCIENT; ART, ITALIAN; ART, MUNICIPAL; and (b) subject followed by an inverted phrase, e.g., BIRDS, PROTECTION OF.
6. Subject followed by a term in parentheses. Such subjects may be of more than one kind, i.e.:
  - a. The parenthetical term limits the subject to a particular field or aspect, e.g., ANALYSIS (CHEMISTRY), ANALYSIS (MATHEMATICS), BANKRUPTCY (INTERNATIONAL LAW). The majority of parenthetical term subjects are of this kind and frequently are See references.
  - b. The parenthetical term indicates a distinctly different subject, one belonging to another field of knowledge, e.g., AUTHORS (GAME), BIOGRAPHY (AS A LITERARY FORM), CALCULUS (PATHOLOGY), WASHINGTON (SHIP).

<sup>25</sup> Library of Congress, *Subject headings*, 3rd ed. Washington: Govt. print. off., 1928.

c. The parenthetical term may be used merely to indicate a separate grouping, e.g., ENGLISH LITERATURE (COLLECTIONS).

Note: The Library of Congress regards the parenthesis as a highly useful, flexible form, the use of which may be extended in future. Its extended use will probably be needed only in very large libraries or in specialized catalogs. Most libraries do not require the third kind of parenthetical subject. For instance, ENGLISH LITERATURE—COLLECTIONS as a form heading belonging to group 2 above, is generally to be preferred to ENGLISH LITERATURE (COLLECTIONS).

7. Phrase headings beginning with the subject word, e.g., ART AND STATE.
8. Few, if any, subjects present all of the above types; but particular subjects may have also a special subdivision, e.g., ENGLISH LITERATURE—CATHOLIC AUTHORS, ENGLISH LITERATURE—IRISH AUTHORS.

*Rule 33 gives the general alphabetic arrangement of entries under a subject heading.*

It is possible to arrange the subdivisions of a subject in a varying number of groups, depending upon the size of the catalog and the requirements of the library. Two arrangements have been selected for recommendation: *Rule 34 illustrates order of groups as shown in Library of Congress list. Rule 35 gives an alternative arrangement for libraries that prefer fewer groups and a more nearly alphabetic order.*

### 33. Subject arrangement

Arrange entries of the same subject heading alphabetically by the main entry of the book; or, if the entry is a subject analytic by an author other than the author of the book, arrange by the author of the analytic.

#### ENGLISH POETRY — COLLECTIONS

A book of English love songs

Cody, Sherwin, ed.

A selection from the great English poets

An English garner

Noyes, Alfred, ed.

A poet's anthology of poems

#### ROMANTICISM

Babbitt, Irving

Romantic melancholy, (In Foerster, Norman, ed.

American critical essays, xixth and xxth centuries.)

Beers, H. A.

History of English romanticism in the eighteenth century

Boyesen, H. H.

Essays on German literature

Contents: Goethe, Schiller. The romantic school in Germany

Cory, H. H.

Spenser, Thomson and romanticism. (In Modern language association. Publications)

### 34. Subject arrangement 1 (Based on the L.C. list)

a) Arrange a subject and its subheads, etc., in the following order:—

- (1) Subject without division. Subarrange by main entry (cf. Rule 33).
- (2) Form and subject divisions. Arrange alphabetically by division.
- (3) Period divisions. Arrange chronologically.

Phrase period divisions, e.g., U.S.—HISTORY—REVOLUTION, U.S.—HISTORY—CIVIL WAR are arranged chronologically and not alphabetically. Inclusive periods file before subordinate periods.

Under LANGUAGE AND LITERATURE subjects, such subheads as FRENCH LANGUAGE—OLD FRENCH, GERMAN LITERATURE—EARLY MODERN (TO 1700) are regarded as period divisions.

The divisions ANCIENT, MEDIEVAL, RENAISSANCE and MODERN are treated as adjectival inversions and not as period divisions, except when used as a subdivision under HISTORY, and are filed in group 6 below.

- (4) Special divisions. (See Preliminary note 8) Arrange alphabetically.
- (5) Geographical divisions. Arrange alphabetically.

Inverted subject headings formed with a racial or linguistic adjective, e.g., ART, AMERICAN (ENGLISH, ITALIAN, etc.) are not regarded as geographical divisions, but are included in group 7 below.

- (6) Subject followed by a parenthetical term denoting limitation (cf. Prelim. note 6a). Arrange, if more than one, alphabetically by parenthetical term.

*Note:* The Library of Congress is now filing a parenthetical subject before an inverted subject in all cases, even though this order brings together unconnected subjects, e.g., MASS (CANON LAW) and MASS (CHEMISTRY) and introduces an unrelated subject between a simple subject and the same subject with an inversion. An exception is made for the names of literatures followed by the parenthetical

terms (COLLECTIONS) and (SELECTIONS, EXTRACTS, ETC.), which subjects are filed before group 2 above.

(7) Inverted subject headings. Arrange alphabetically by word following comma.

An inverted place name, e.g., AFRICA, NORTH, is to be regarded as a *different* subject and is to be arranged after all the groups of the general subject.

(8) Phrase subject headings. Interfile alphabetically with titles and other headings beginning with the same word.

b) Arrange the further subdivisions of a subhead according to the above order.

ART

ART - BIBLIOGRAPHY  
- CATALOGS  
- HISTORY  
- HISTORY - 19TH CENTURY  
- HISTORY - 20TH CENTURY  
- PERIODICALS

ART - BERLIN

- GREECE  
- HUNGARY  
- NEW YORK (CITY)  
- U.S.

ART, AMERICAN

ANCIENT  
BAROQUE  
GREEK  
MEDIEVAL  
MUNICIPAL  
ORIENTAL

Art, v.1- [title of a periodical]

Art, a commodity

ART AND MORALS

ART AND STATE

Art foliage

ART INDUSTRIES AND TRADE

ENGLISH LITERATURE

ENGLISH LITERATURE - BIBLIOGRAPHY  
- TRANSLATIONS  
- TRANSLATIONS FROM FRENCH  
- TRANSLATIONS FROM GERMAN  
- TRANSLATIONS INTO FRENCH  
ENGLISH LITERATURE - OLD ENGLISH, see ANGLO-SAXON  
LITERATURE  
- MIDDLE ENGLISH (1100-1500)  
- EARLY MODERN (TO 1700)  
- 18TH CENTURY  
- 19TH CENTURY

ENGLISH LITERATURE - CATHOLIC AUTHORS  
- IRISH AUTHORS  
- SCOTTISH AUTHORS  
ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN  
LITERATURE  
- CANADA, see CANADIAN LITERATURE  
- LANCASHIRE  
- YORKSHIRE

LIFE  
LIFE - ORIGIN  
LIFE (BIOLOGY)  
LIFE, ELIXIR OF, see ELIXIR OF LIFE  
LIFE, FUTURE, see FUTURE LIFE  
LIFE, SPIRITUAL, see SPIRITUAL LIFE  
The life beyond  
LIFE-BOATS  
Life on the ocean wave  
LIFE-SAVING

COOKERY  
COOKERY - BIBLIOGRAPHY  
- EARLY WORKS TO 1800  
COOKERY (APPLES)  
(CEREALS)  
(OYSTERS)  
COOKERY, AMERICAN  
MEXICAN  
MILITARY  
SPANISH  
COOKERY FOR INSTITUTIONS  
COOKERY FOR THE SICK

WAR  
WAR - CASUALTIES (STATISTICS, ETC.)  
WAR - ECONOMIC ASPECTS  
WAR - RELIEF OF SICK AND WOUNDED  
WAR (INTERNATIONAL LAW)  
WAR, ARTICLES OF, see MILITARY LAW  
WAR, DECLARATION OF  
WAR, MARITIME (INTERNATIONAL LAW)  
WAR AND RELIGION  
War of the worlds  
WAR-SHIPS

AFRICA  
- DESCRIPTION AND TRAVEL  
- HISTORY  
- STATISTICS  
AFRICA, NORTH  
AFRICA, SOUTH  
- ANTIQUITIES  
- HISTORY

U.S. - HISTORY  
 U.S. - HISTORY - BIBLIOGRAPHY  
     - DRAMA  
     - SOURCES  
 U.S. - HISTORY - COLONIAL PERIOD  
     - COLONIAL PERIOD - FICTION  
     - COLONIAL PERIOD - KING WILLIAM'S WAR,  
         1689-1697  
     - COLONIAL PERIOD - QUEEN ANNE'S WAR,  
         1702-1713  
     - COLONIAL PERIOD - FRENCH AND INDIAN WAR,  
         1755-1763  
     - REVOLUTION  
     - REVOLUTION - CAMPAIGNS AND BATTLES  
     - REVOLUTION - CAUSES  
     - REVOLUTION - REGIMENTAL HISTORIES  
     - 1783-1865  
     - CONFEDERATION, 1783-1789  
     - CONSTITUTIONAL PERIOD, 1789-1809  
     - WAR OF 1812  
     - 1815-1861  
 U.S. - HISTORY, JUVENILE  
     , LOCAL  
     , MILITARY  
     , NAVAL

### 35. Subject arrangement 2 (Simplified order)

a) Arrange a subject, its subheads, etc., in the following order:—

- (1) Subject without subdivision.
- (2) Form, subject and geographical subdivisions, inverted subject headings, and subject followed by a parenthetical term interfiled in one alphabet, disregarding punctuation.

Note: Libraries adopting this arrangement will find it desirable to adopt also a uniform method of punctuation in the headings, either a period or a dash. This is illustrated in the examples below.

- (3) Period divisions, arranged chronologically.

ALTERNATIVE: Period divisions, except those under such subheads as HISTORY, POLITICS AND GOVERNMENT, FOREIGN RELATIONS, may be filed alphabetically in group 2 above, if preferred. See example under ENGLISH LITERATURE below.

- (4) Phrase subject headings, interfiled with titles and other headings beginning with the same word.

ART  
 ART - AMERICAN  
     - ANCIENT  
     - BAROQUE  
     - BERLIN  
     - BIBLIOGRAPHY

- DECORATIVE
- EXHIBITIONS
- FRANCE
- GREEK
- HISTORY
- HISTORY. 19TH CENTURY
- HISTORY. 20TH CENTURY
- MEDIEVAL
- MUNICIPAL
- MUNICIPAL. BOSTON
- MUNICIPAL. EXHIBITIONS
- MUNICIPAL. NEW YORK (CITY)
- ORIENTAL
- U.S.

Art. v.1- [title of a periodical]

Art, a commodity

ART AND MORALS

Art foliage

ART INDUSTRIES AND TRADE

COOKERY

COOKERY - AMERICAN

- APPLES
- BIBLIOGRAPHY
- CEREALS
- HISTORY
- MEXICAN
- MILITARY
- OYSTERS
- SPANISH

COOKERY FOR INSTITUTIONS

ENGLISH LITERATURE

ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN LITERATURE

- BIBLIOGRAPHY
- HISTORY AND CRITICISM
- IRISH AUTHORS
- LANCASHIRE
- PERIODICALS
- SCOTTISH AUTHORS
- YORKSHIRE

ENGLISH LITERATURE - OLD ENGLISH, see ANGLO-SAXON LITERATURE

- MIDDLE ENGLISH (1100-1500)
- EARLY MODERN (TO 1700)
- 19TH CENTURY
- 20TH CENTURY

ALTERNATIVE:

ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN LITERATURE

- BIBLIOGRAPHY

- EARLY MODERN (TO 1700)
- IRISH AUTHORS
- LANCASHIRE
- MIDDLE ENGLISH (1100-1500)
- 19TH CENTURY
- OLD ENGLISH, see ANGLO-SAXON LITERATURE
- PERIODICALS
- SCOTTISH AUTHORS
- 20TH CENTURY

LIFE

LIFE (BIOLOGY)

LIFE - ELIXIR OF, see ELIXIR OF LIFELIFE - FUTURE, see FUTURE LIFE

LIFE - ORIGIN

LIFE - SPIRITUAL, see SPIRITUAL LIFE

Life beyond

LIFE-BOATS

Life on the ocean wave

LIFE-SAVING

WAR

- WAR - ARTICLES OF, see MILITARY LAW
- CASUALTIES (STATISTICS ETC.)
- COST OF
- DECLARATION OF
- ECONOMIC ASPECTS

WAR (INTERNATIONAL LAW)

- MARITIME (INTERNATIONAL LAW)
- RELIEF OF SICK AND WOUNDED

WAR AND RELIGION

War of the worlds

WAR-SHIPS

U.S. HISTORY

U.S. HISTORY - BIBLIOGRAPHY

- DRAMA
- JUVENILE
- LOCAL
- MAPS, see U.S. - HISTORICAL GEOGRAPHY - MAPS
- MILITARY
- NAVAL
- PERIODICALS
- COLONIAL PERIOD
- REVOLUTION
- 1815-1861

Note: Small libraries may prefer to adopt a single-alphabet arrangement by interfiling the subdivisions of a subject with the titles and other entries beginning with the same word, disregarding punctuation. See ART in the Comprehensive example, Appendix V.

### 36. References

File *See also* references after entries of the same heading but before further subdivision of the same.

CHILDREN

CHILDREN, *see also*

CHILDREN - BIOGRAPHY

CHILDREN - CARE AND TREATMENT

CHILDREN - CARE AND TREATMENT, *see also*

CHILDREN - CARE AND TREATMENT - BIBLIOGRAPHY

This order allows the user of the catalog to find what material the library has on a subject before being referred away from it. Some libraries prefer to file a *See also* reference before the entries for the same subject on the ground that the user of the catalog will thus be directed to the more specific subject that he may actually want without having to look through all of the general subject first.

### 37. Title arrangement

*See also* Basic rule (Rule 1); Initial article (Rule 7); Punctuation (Rule 8); Words spelled differently (Rule 10); Hyphenated and compound words (Rule 11); Order of entries (Rule 24)

a) Arrange title headings that are the same alphabetically by the main entry, an anonymous title preceding the same title with an author.

b) Arrange different editions of the same title entry according to the rule adopted for arrangement under author (Rule 25: a 6).

The pioneers

Cooper, J.F.

The pioneers. Philadelphia, Carey & Lea, 1832

\_\_\_\_\_ London, J.M. Dent, [1929]

\_\_\_\_\_ London & N.Y., Macmillan, 1901

\_\_\_\_\_ N.Y., J.H. Sears, [1925]

The pioneers

Mackay, C.D.

The play of the pioneers

The pioneers

Oppenheim, James

The pioneers

c) Arrange periodical and newspaper titles by the main part of the title, disregarding the explanatory subtitle following a semicolon or comma since this not familiarly known as part of the title.

ASIA

Asia; journal of the American

Asiatic association

Motor; the national

monthly

Asia, an economic and regional

geography

Motor age

Asia and Europe

Motor world



tive without it, or when the full title does not appear in the body of the card. The inverted titles used in the above example to illustrate the arrangement are unnecessary if the subject heading PERSONALITY has been used.

### 38. Numerical and chronological arrangement

See also Numerals at beginning of title (Rule 9); Subject arrangement: period subheads (Rules 35:a 3 and 36:a 3)

A numerical or a chronological arrangement, rather than an alphabetical, should be made when number or date distinguishes between entries, or headings, otherwise identical.

#### a) Numbered or dated series

The American nation: a history. v.2  
Farrand, Livingston  
Basis of American history

The American nation: a history. v.3  
Bourne, E. G.  
Spain in America

More, Paul Elmer  
Aristocracy and justice: Shelburne essays, Ninth series

More, Paul Elmer  
Shelburne essays. First series

More, Paul Elmer  
Shelburne essays. Second series

More, Paul Elmer  
Shelburne essays. Fourth series

More, Paul Elmer  
Shelburne essays. Eighth series

More, Paul Elmer  
...Shelburne essays. Ninth series  
see his Aristocracy and justice

More, Paul Elmer  
...Shelburne essays. Eleventh series  
see his With the wits

More, Paul Elmer  
With the wits; Shelburne essays, Eleventh series

Atlantic readers. Primer

Atlantic readers. Bk. 1, grade IV

Atlantic readers. Bk. 3, grade VI

Atlantic readers. Bk. 4, grade VII

Atlantic readers. Bk. 6, grade VIII

Bohlen lectures, 1891

Huntington, W. R.  
Peace of the church

Bohlen lectures, 1899

Nash, H. S.  
Ethics and revelation

Bohlen lectures, 1925  
Bell, W. C.  
Sharing in creation

b) Conferences, congresses, etc.

American peace congress. 1st, New York, 1907  
American peace congress. 3rd, Baltimore, 1911  
American peace congress. 4th, St. Louis, 1913  
Massachusetts. Constitutional convention. 1779-1780  
Massachusetts. Constitutional convention. 1856  
Massachusetts. Constitutional convention. 1917-1919

c) Regiments, brigades, etc.

U.S. infantry. 2d regt., 1791-  
U.S. infantry. 11th regt., 1861-  
U.S. infantry. 21st regt., 1899-1902  
U.S. infantry. 315th regt., 1917-1919  
U.S. infantry. 332d regt., Co. D, 1917-1919  
Georgia infantry. 3d brigade  
Georgia infantry. 4th brigade  
Georgia infantry. Anderson's brigade  
Georgia infantry. Doles-Cook brigade  
Georgia infantry. 2d regt.  
Georgia infantry. 8th regt.

d) Laws, statutes, etc.

Gt. Brit. Laws, statutes, etc.  
Gt. Brit. Laws, statutes, etc., 1066-1087 (William I)  
Gt. Brit. Laws, statutes, etc., 1509-1547 (Henry VIII)  
Gt. Brit. Laws, statutes, etc., 1625-1643 (Charles I)

e) Legislatures

U.S. Congress  
U.S. CONGRESS  
U.S. Congress. Committee on the census  
    . Conference committees, 1897  
    . Conference committees, 1908-1909  
    . House  
    . HOUSE  
    . House. Committee on agriculture  
    . House. Committee on foreign affairs  
    . Joint commission of agricultural inquiry  
    . Joint committee on Muscle Shoals  
    . Select joint committee on the Harriman  
        geographic code system  
    . Senate  
    . Senate. Committee on appropriations  
    . Senate. Committee on insular affairs  
U.S. 1st Cong., 1789-1791. House  
2d Cong., 1st sess., 1791-1792  
41st Cong., 2d sess., 1869-1870

41st Cong., 3rd sess., 1870-1871  
41st Cong., 3rd sess., 1870-1871. House  
62d Cong., 1st sess., 1911  
62d Cong., 1st sess., 1911. Senate

The above arrangement keeps an alphabetic order down to the point where the numbered Congresses begin and is recommended for that reason.

---

# Appendix I

---

## ADDITIONAL EXAMPLES

### 17:a. Forename entries. Arrangement 1 (Before surname)

#### Charles (forename)

Charles, archduke of Austria, see Karl, etc.  
Charles, count of Angoulême, duke of Orléans, see  
    Charles d'Orléans  
Charles, count of Valois  
Charles, le Teméraire, duke of Burgundy  
Charles II, duke of Lorraine  
Charles V, emperor of Germany  
Charles II, le Chauve, king of France  
Charles IV, le Bel, king of France  
Charles IX, king of France  
Charles I, king of Great Britain  
Charles, the Great, king of the Franks, see  
    Charlemagne

#### Charles, père

#### Charles (compound, etc., forenames)

Charles Alexander, duke of Lorraine  
Charles Borromeo, Saint, see Carlo Borromeo, Saint  
Charles d'Orléans  
Charles de France, duke of Berry  
Charles Emanuel I, duke of Savoy, see Carlo  
    Emanuele I, etc.  
Charles, le Teméraire, see Charles, duke of  
    Burgundy (le Teméraire)  
Charles Louis de Bourbon, duke of Parma  
Charles Martel, mayor of the palace  
Charles, the Bald, see Charles II, king of France  
    (le Chauve)  
Charles, the Bold, see Charles, duke of Burgundy  
    (le Teméraire)  
Charles, the Great, see Charlemagne

#### Charles (surname)

Charles, David

#### Charles (titles, etc.)

Charles

Charles Auchester, a novel

Charles the Second, a play

Mary (forename)

Mary, princess of Great Britain  
 Mary, princess royal of England and princess of Orange  
 Mary, queen consort of George V  
 Mary, queen consort of James V, king of Scotland  
 Mary, queen consort of Louis XII, king of France  
 Mary I, queen of England  
 Mary II, queen of Great Britain  
 Mary, queen of Scots, see Mary Stuart, queen of the Scots  
 Mary, Saint, of Egypt  
 Mary, Virgin

Mary (compound, etc., forenames)

Mary Adelaide Wilhelmina Elizabeth, duchess of Teck  
 Mary Clare, sister  
 Mary de Lellis, sister. see Gough, Sister Mary de Lellis  
 Mary Magdalene, Saint  
 Mary, of Bethany, Saint  
 Mary, of Magdala, see Mary Magdalene, Saint  
 Mary of Modena, queen consort of James II  
 Mary of St. Angela, mother  
 Mary of the Visitation, sister  
 Mary Stuart, queen of the Scots  
 Mary Victor, sister

Mary (surname)

Mary, Albert  
 Mary, Jules

Mary (titles, etc.)

Mary and Anna  
 Mary Celeste (brig)  
 Mary of Scotland, a play  
 Mary Stuart, a play

Thomas (forename)

Thomas, archdeacon of Spalato, see Thomas Spalatensis, archdeacon  
 Thomas, bp. of Marga  
 Thomas, earl of Lancaster  
 Thomas, Saint, apostle

Thomas (compound, etc., forenames)

Thomas à Becket, Saint, abp. of Canterbury  
 Thomas à Kempis  
 Thomas, Anglo-Norman poet  
 Thomas Aquinas, Saint  
 Thomas Aquinas, sister  
 Thomas Becket, Saint, see Thomas à Becket, Saint, etc.  
 Thomas Brabantinus, see Thomas, de Cantimpré  
 Thomas, de Burton  
 Thomas, de Cantimpré  
 Thomas Kempis, see Thomas à Kempis  
 Thomas, of Capua, cardinal

Thomas, of Erceldoune, called the Rhymer  
 Thomas, of Kent  
 Thomas Spalatensis, archdeacon  
 Thomas, the Rhymer, see Thomas, of Erceldoune,  
 called the Rhymer  
 Thomas, von Imbroich  
 Thomas (surname)  
 Thomas, Abram Owen  
 Thomas, Samuel Bell  
 Thomas (compound surname)  
 Thomas-Caraman, Charles  
 Thomas de Saint Laurent, Raymond de  
 Thomas-San-Galli, Wolfgang Alexander  
 Thomas (titles, etc.)  
 Thomas à Becket, a tragedy  
 Thomas à Kempis and Wales  
 Thomas of Reading [anonymous classic]  
 Thomas von Kandelberg [anonymous classic]

#### 18. Forename entries. Arrangement 2 (After surname)

Mary (surname)  
 Mary, Albert  
 Mary, Jules  
 Mary-Lafon, Jean Bernard Lafon, called<sup>1</sup>  
 Mary (forenames, titles, etc.)  
 Mary [a title]  
 Mary Adelaide Wilhelmina Elizabeth, duchess of Teck  
 Mary and Anna  
 Mary Celeste (brig)  
 Mary Clare, sister  
 Mary de Lellis, sister, see Gough, Sister Mary  
 de Lellis  
 Mary Feodorovna, empress consort of Paul I, emperor  
 of Russia  
 Mary Magdalene, Saint  
 Mary, of Bethany, Saint  
 Mary of St. Angela, mother  
 Mary of Scotland, a play  
 Mary of the Visitation, sister  
 Mary, princess of Great Britain  
 Mary, princess royal of England and princess of Orange  
 Mary, queen consort of George V  
 Mary, queen consort of James V, king of Scotland  
 Mary, queen consort of Louis XII, king of France  
 Mary I, queen of England  
 Mary II, queen of Great Britain  
 Mary, queen of Scots, see Mary Stuart, queen of  
 the Scots  
 Mary Rose Gertrude, sister  
 Mary, Saint, of Egypt

<sup>1</sup> If Rule 20:b is adopted, this compound surname will file with the forenames, titles, etc.

Mary Stuart [a play]  
 Mary Stuart, queen of the Scots  
 Mary Tudor [a play]  
 Mary Tudor, queen of England, see Mary I, queen of England  
 Mary Tudor, queen of France, see Mary, queen consort of Louis XII, king of France  
 Mary Victor, sister  
 Mary, Virgin  
 Thomas (surname)  
 Thomas, Abram Owen  
 Thomas, Samuel Bell  
 Thomas (forenames, titles, etc.)  
 Thomas à Becket [a play]  
 Thomas à Becket, Saint, abp. of Canterbury  
 Thomas à Kempis  
 Thomas à Kempis and Wales  
 Thomas, Aquinas, Saint  
 Thomas, archdeacon of Spalato, see Thomas Spalatensis, archdeacon  
 Thomas Balch library  
 Thomas Becket, Saint, see Thomas à Becket, Saint, abp. of Canterbury  
 Thomas, bp. of Marga  
 Thomas Brabantinus, see Thomas, de Cantimpré  
 Thomas-Caraman, Charles<sup>2</sup>  
 Thomas Co., Georgia  
 Thomas, de Burton  
 Thomas, de Cantimpré  
 Thomas de Saint Laurent, Raymond<sup>2</sup>  
 Thomas, earl of Lancaster  
 Thomas Edessenus, see Thomas, of Edessa  
 Thomas family  
 Thomas iron company  
 Thomas Kempis, see Thomas à Kempis  
 Thomas Margensis, see Thomas, bp. of Marga  
 Thomas, of Capua, cardinal  
 Thomas, of Edessa  
 Thomas, of Erceldoune, called the Rhymer  
 Thomas, of Kent  
 Thomas of Reading [anonymous classic heading]  
 Thomas, of Spalato, archdeacon, see Thomas Spalatensis, archdeacon  
 Thomas, Saint, apostle  
 Thomas-San-Galli, Wolfgang Alexander<sup>2</sup>  
 Thomas Spalatensis, archdeacon  
 Thomas, the Rhymer, see Thomas, of Erceldoune, called the Rhymer  
 Thomas, von Imbroich  
 Thomas von Kandelberg [anonymous classic heading]

<sup>2</sup> If Rule 20: *a* is adopted, this compound surname will file after the single surnames and before the forenames, titles, etc.

## 31. Place arrangement (Grouped order)

## a) Three-group order

## New York

Note: New York is treated as an exception in most libraries and, whether the general arrangement is a three-group order (Rule 31:a) or a two-group order (Rule 31:b), the nonofficial public institutions are interfiled with societies, organizations, titles, etc., and not with the official divisions under New York (City), New York (State), etc. (Cf. Rule 31:a 1, Note.)

## New York (City) (Author)

Aqueduct commission

Board of water supply

Bureau of franchises

Charters

CHARTERS

Common council

Ordinances

Police dept.

POLICE DEPT

Public library

see New York. Public library in the  
file of Institutions, etc.,  
following.

Stock exchange

see New York. Stock exchange in the  
file of Institutions, etc.,  
following.

## NEW YORK (CITY) (Subject)

- BIOGRAPHY

- CHARITIES

- HISTORY

- POLICE

- WATER SUPPLY

## New York (colony)

Governor

Laws, statutes, etc.

- COMMERCE

- HISTORY

## New York (county)

District attorney's office

Register

Surrogate's court

## New York (state) (Author)

Adirondack survey

Chamber of Commerce

see New York. Chamber of commerce of  
the state of New York in the  
file of Institutions, etc.,  
following.

Constitution

CONSTITUTION

Dept of health

Forest commission

Governor

Industrial board

Judicial council

State library, Albany

see New York. State library in the  
file of Institutions, etc.,  
following.

Museum

see New York state museum in the  
file of Institutions, etc.,  
following.

University

NEW YORK (STATE) (Subject)  
ANTIQUITIES  
DESCRIPTION AND TRAVEL  
HISTORY

New York (Institutions, titles, etc.)

New York [title of a poem]

New York academy of medicine

New York aquarium

New York. Bar of the city of New York

New York. Chamber of commerce of the state of New York

New York. Citizens

New York. City and country school

New York city council of political reform

New York collection of music

New York. College of the city of New York

New York county lawyers association

New York day by day

New York historical society

New York. Public library

New York society library

New York. State library, Albany

New York state museum

New York. Stock exchange

New York university

NEW YORK UNIVERSITY

NEW YORK UNIVERSITY. HALL OF FAME

New York. University club

United States (Author)

, appellant

, complainant

, petitioner

, plaintiff

. Agricultural adjustment administration

. Agriculture, Dept. of, see

. U.S. Dept. of agriculture

. Army

- . ARMY see entries in Subject file following.<sup>3</sup>
- . Army. A.E.F., 1917-1919
- . Army Air corps
- . Bureau of the census
- . Cavalry, see U.S. cavalry in the file of Titles, organizations, etc., following.
- . Cavalry school, Fort Riley, Kansas
- . Census, Bureau of the, see U.S. Bureau of the census
- . Census office, 6th, 1840
- . Census office, 7th, 1850
- . Congress (for arrangement under Congress see Rule 39:c)
- . Constitution
- . CONSTITUTION<sup>4</sup>
- . Dept. of agriculture
- . Forest experiment station, Southern, New Orleans
- . Forest service
- . Laws, statutes, etc.<sup>5</sup>
- . Navy dept.
- . Penitentiary, Atlanta, Ga.
- . Sugar equalization board, see United States sugar equalization board in the file of Titles, organizations, etc. following
- . Treaties (arr. by date in heading).
- . War Dept.

UNITED STATES (Subject)

- AGRICULTURE, see AGRICULTURE - U.S.
- ANTIQUITIES
- ARMY
- ARMY - CAVALRY
- ARMY - HISTORY
- ARMY - INFANTRY
- BOUNDARIES
- CLAIMS VS GREAT BRITAIN
- CONSTITUTION, see entries in Author file preceding.
- FOREIGN RELATIONS
- FOREIGN RELATIONS (arr. by form divisions)
- FOREIGN RELATIONS (arr. by period divisions)
- FOREIGN RELATIONS (arr. by country divisions)

<sup>3</sup> Subject entries for U.S.-Army and U.S.-Navy are probably better in the Subject file but may be kept in the Author file, if preferred.

<sup>4</sup> Subject entries for U.S.-Constitution may be put in the Subject file, if preferred.

<sup>5</sup> When entries are numerous, subarrange by subject of the laws, which may be included in the heading or at the upper-right corner of the cards.

- HISTORY (for subarr. see example under Rule 35)
- NAVY
- RELATIONS (GENERAL) WITH CHINA
- RELATIONS (GENERAL) WITH FRANCE

United States (Institutions, titles, etc.)

- United States abridged life tables
- U.S. air service [a periodical]
- United States album
- United States conference of mayors
- United States housing corporation
- United States-Mexican commission
- United States naval institute, Annapolis
- United States navy [a title]
- U.S. official pictures of the war
- United States sanitary commission
- United States steel corporation
- United States sugar equalization board
- U.S. tax cases

### 32. Place arrangement (Alphabetic order)

- New York [title of a poem]<sup>6</sup>
- New York academy of medicine
- New York. Agricultural experiment station, Geneva
- New York almanacs
- New York aquarium
- New York association for the blind
- New York. Bar of the city of New York
- New York. Bar of the state of New York
- New York (battleship)
- New York. Bellevue hospital
- New York. Board of trade and transportation
- New York botanical garden
- New York cavalry. 10th regt.
- New York. Chamber of commerce of the state of New York
- New York. Citizens
- New York (City)
- NEW YORK (CITY)
- NEW YORK (CITY) - AMUSEMENTS
- NEW YORK. CITY AND COUNTRY SCHOOL
- NEW YORK (CITY) - BIOGRAPHY
- New York (City) Board of education
- New York city boys
- NEW YORK (CITY) - CHARITIES
- New York (City) Charters
- New York (City) Common council
- New York city council of political reform
- NEW YORK (CITY) - WATER SUPPLY
- New York. Civic repertory theatre
- New York collection of music
- New York. College of physicians and surgeons

<sup>6</sup> Cf. Rule 24:b 4.

New York. College of the city of New York  
New York. Collegiate church  
New York (Colony)  
NEW YORK (COLONY) - COMMERCE  
New York (Colony) Governor  
New York (Colony) Laws, statutes, etc.  
New York. Cotton exchange  
New York (County) Court house  
New York county lawyers association  
New York (County) Surrogate's court  
New York day by day  
New York historical society  
New York. Public library  
New York school of social work  
New York. Sing Sing prison, Ossining  
New York society library  
New York (State)  
New York (State) Adirondack survey  
NEW YORK (STATE) - ANTIQUITIES  
New York (State) Constitution  
NEW YORK (STATE) CONSTITUTION  
New York (State) Dept. of health  
NEW YORK (STATE) - HISTORY  
NEW YORK (STATE) - HISTORY - COLONIAL PERIOD  
NEW YORK (STATE) - HISTORY - REVOLUTION  
NEW YORK (STATE) - HISTORY - CIVIL WAR  
New York (State) Judicial council  
New York. State library, Albany  
New York. State library school, Albany  
New York state library school association, inc.  
New York state museum  
New York (State) University  
New York. Stock exchange  
New York Times  
New York. Union theological seminary  
New York university  
New York. University club  
New York university. Hall of fame

United States  
United States, appellant  
United States, complainant  
United States, plaintiff  
UNITED STATES  
United States abridged life table  
U.S. Agricultural adjustment administration  
U.S. - AGRICULTURE, see AGRICULTURE - U.S.  
U.S. Agriculture, Dept. of, see U.S. Dept. of  
agriculture  
U.S. air service [a periodical]  
United States album  
U.S. - ANTIQUITIES  
U.S. Army

U.S. - ARMY  
U.S. Army. A.E.F., 1917-1919  
U.S. Army. Air corps  
U.S. - ARMY - CAVALRY  
U.S. ARMY - HISTORY  
U.S. - BOUNDARIES  
U.S. Bureau of the census  
U.S. CAVALRY, see U.S. ARMY. CAVALRY  
U.S. cavalry. 5th regt., 1855-  
U.S. Cavalry school, Fort Riley, Kan.  
U.S. - CENSUS  
U.S. Census, Bureau of. see U.S. Bureau of the census  
U.S. Census office, 6th, 1840  
U.S. Census office, 7th, 1850  
U.S. - CLAIMS VS GREAT BRITAIN  
U.S. - CLAIMS VS MEXICO  
United States conference of mayors  
U.S. Congress (for arr. of subdivision see example under  
Rule 39:c)  
U.S. Constitution  
U.S. CONSTITUTION  
U.S. CONSTITUTION - BIBLIOGRAPHY  
U.S. Constitution. 18th amendment  
U.S. Dept. of agriculture  
U.S. DEPT. OF AGRICULTURE  
U.S. Dept. of agriculture. Forest service, see U.S.  
Forest service  
U.S. - ECONOMIC CONDITIONS  
U.S. - FOREIGN RELATIONS  
U.S. - FOREIGN RELATIONS [form and country divisions  
interfiled]  
U.S. - FOREIGN RELATIONS [period divisions arr.  
chronologically]  
U.S. Forest experiment station, Southern, New Orleans  
U.S. Forest service  
U.S. Geological survey  
U.S. - HISTORY (for arr. of subdivision see example  
under Rule 36)  
United States housing corporation  
U.S. infantry. 63rd regt., 1917-1919  
U.S. Laws, statutes, etc.  
United States. Medical research laboratory, Mineola, L.I.  
United States merchant marine  
United States-Mexican commission  
United States-Mexico trade conference, 1st, Mexico (City),  
1920  
United States naval institute, Annapolis  
U.S. NAVY  
United States navy [a title]  
U.S. Navy dept.  
U.S. official pictures of the world war  
U.S. Penitentiary, Atlanta, Ga.  
U.S. - RELATIONS (GENERAL) WITH CHINA

U.S. - RELATIONS (GENERAL) WITH FRANCE  
United States sanitary commission  
United States steel corporation  
U.S. tax cases  
U.S. War dept.

# Appendix II

INITIAL ARTICLES TO BE DISREGARDED IN FILING

Dutch	French	German	Hun-garian	Italian	Nor-wegian	Portu-guese	Ruman-ian	Spanish
de	l'	*der (m. nom.)	a	il, lo i, gl', gli	den, den det, den	o	l, le	el, los
het	le		az	la, le	de, dei	a	la, las	
't	la	die	egy	l'		os		
een	les	das		un, uno	en, ein	as	un, o	
eene	un	ein		una, un	et { ei, e	um		un, uno
	une	eine			{ eit	uma		una, unas

\* *der* as gen. pl. is to be regarded.

# Appendix III

TABLE OF NUMERALS

	Danish	Dutch	French	German	Italian	Latin
1	en (een)	een	un, une	ein	uno	unus, una, unum
2	to	twee	deux	zwei	duo	duo, duae, duo
3	tre	drie	trois	drei	tre	tre, tria
4	fire	vier	quatre	vier	quattro	quattuor
5	fem	vijf	cinq	fünf	cinque	quinque
6	seks	zes	six	sechs	sei	sex
7	syv	zeven	sept	sieben	sette	septem
8	otte	acht	huit	acht	otto	octo
9	ni	negen	neuf	neun	nove	novem
10	ti	tien	dix	zehn	dieci	decem
11	elleve	elf	onze	elf	undici	undecim
12	tolv	twaalf	douze	zwölf	dodici	duodecim
13	tretten	dertien	treize	dreizehn	tredici	tredecim
14	fjorten	veertien	quatorze	vierzehn	quattordici	quatuordecim
15	femten	vijftien	quinze	fünfzehn	quindici	quindecim
16	seksten	zestien	seize	sechzehn	sedici	sedecim
17	sytten	zeventien	dix-sept	siebzehn	diciasette	septemdecim
18	atten	achtien	dix-huit	achtzehn	diciotto	duodeviginta
19	nitten	negentien	dix-neuf	neunzehn	diciannovo	undeviginta
20	tyve	twintig	vingt	zwanzig	venti	viginti
21	en og tyve	een en twintig	vingt et un	ein und zwanzig	ventuno	viginti unus
30	tredive	dertig	trente	driessig	treinta	triginta
40	fyrrettyve	veertig	quarante	vierzig	quaranta	quadraginta
50	halvtred-sindstyve	vijftig	cinquante	fünfzig	cinquanta	quinquaginta
60	tresindstyve	zestig	sioxante	sechzig	sessanta	sexaginta
70	halvfjerd-sindstyve	zeventig	soixante-dix	siebzig	settanta	septuaginta
80	firsindstyve	tachtig	quatre-vingt	achtzig	ottanta	octoginta
90	halvfem-sindstyve	negentig	quatre-vingt-dix	neunzig	novanta	nonaginta
100	hundrede	honderd	cent	hundert	cento	centum
1000	tusinde	duizend	mille (mil)*	tausend	mille	mille
million		miljoen	million	million	milione	decies centena millia

\* Mil is used in dates.

TABLE OF NUMERALS

	<i>Norwegian*</i>		<i>Portuguese</i>	<i>Spanish</i>	<i>Swedish</i>
1	ein, ei, eit	(en, ett)	um, uma	un, uno, una	en, ett, ene (a)
2	two	(to)	dois, dous, duas	dos	två
3	tri	(tre)	tres	tres	tre
4	fire		quatro	cuarto	fyra
5	fem		cinco	cinco	fem
6	seks		seis	seis	sex
7	sju	(syv)	sete	siete	sju
8	åtte	(otte)	oito	och ocho	åtta
9	ni		nove	nueve	nio
10	ti		dez	diez	tio
11	elleve		onze	once	elva
12	tolv		doze	doce	tolv
13	trettan	(tretten)	treze	trece	tretton
14	fjortan	(fjorten)	quatorze	catorce	fjorton
15	femtan	(femten)	quinze	quince	femton
16	sekstan	(seksten)	dezeseis	diez y seis	sexton
17	syttan	(sytten)	dezeseis	diez y siete	sjutton
18	attan	(atten)	dezoito	diez y ocho	aderton
19	nittan	(nitten)	dezenove	diez y nueve	nitton
20	tjuge	(tyve)	vinte	veinte	tjugu (tjugo)
21	ein og tjuge	(en og tyve)	vinte e um	veintiuno (veinte y uno)	tjuguen (tjuguet)
30	tretti	(tredve)	trinta	treinta	trettio
40	fyrti	(firti)	quarenta	cuarenta	fyrtio
50	femti		cincoenta	cincuenta	femtio
60	sekssti		sessenta	sesenta	sextio
70	sytti		setenta	setenta	sjuttio
80	åtti	(ottti)	oitenta	ochenta	attio
90	nitti		noventa	noventa	nittio
100	hundrad	(hunrede)	cem	cien, ciento	hundra
1000	tusund	(tusen)	mil	mil	tusen
	million		milhão	millon	

\* The numerals on the left belong to the "Landsmal;" those in curves are the variations of the "Riksnal."

---

# Appendix IV

---

## BIBLE

### Conspectus of Arrangement

1. References.
2. Manuscripts.
3. By Language, with subarrangement by part and subject under each language.
4. By Subject, with subarrangement by part under each subject.
5. By Part, with subarrangement by language and subject under each part.

### TABULAR SURVEY OF ARRANGEMENT FOR PARTS OF THE BIBLE

*The alphabetical arrangement is a guide to the canonical arrangement*

#### ALPHABETICAL ARRANGEMENT

Figures following the name of a biblical or apocryphal book refer to the order in the canonical arrangement

Acts, 87	Acts of the disciples, 122 A-Z	Apocryphal books (N. T.) 121	Epistle of Barnabas, 122 A-Z
Acts (Apocryphal books) 122 A-Z	Acts of Thomas, 122 A-Z	Apocryphal books (O. T.) 74	Epistle of Jeremy, 75 A-Z
Acts, Epistles and Revelation, 85	Amos, 46	Ascension of Isaiah, 75 A-Z	Epistle of Jesus Christ, 122 A-Z
Acts and Epistles, 86	Apocalypse of Abraham, 75 A-Z	Assumption of Moses, 75 A-Z	Epistles, 90
Acts of Andrew and Matthew, 122 A-Z	Apocalypse of Baruch, 75 A-Z	Baruch, 58	Epistles and Gospels, liturgical, 88
Acts of Paul, 122 A-Z	Apocalypse of Elijah, 75 A-Z	Bel and the Dragon, 59	Epistles and Revelation, 89
Acts of Paul and Thecla, 122 A-Z	Apocalypse of Ezra (Christian) 75 A-Z	Book of Jubilees, 75 A-Z	Epistles of John, 115
Acts of Peter, 122 A-Z	Apocalypse of Moses, 75 A-Z	Catholic epistles, 110	Epistles of Paul, 91
Acts of St. Aquila, 122 A-Z	Apocalypse of Zephaniah, 75 A-Z	Chronicles, 23	Epistola apostolorum, 122 A-Z
Acts of St. James, 122 A-Z	Apocrypha, 57	Colossians, 99	Esdras, 61
Acts of the Apostles (Apocryphal) 122 A-Z	Apocrypha and Apocryphal books, 56	Corinthians, 93	Esther, 28
		Daniel, 42	Exodus, 7
		Deuteronomy, 10	Ezekiel, 41
		Ecclesiastes, 34	Ezra, 26
		Ecclesiasticus, 60	1 Chronicles, 24
		Ephesians, 97	

1 Corinthians, 94	Gospels and Acts, 77	Matthew, 79	2 Maccabees, 68
1 Enoch, 75 A-Z	Gospels of infancy, 122 A-Z	Micha, 49	2 Peter, 114
1 Esdras, 62	Habakkuk, 51	Minor prophets, 43	2 Samuel, 19
1 John, 116	Hagiographa, 14	Nahum, 50	2 Thessalonians, 102
1 Kings, 21	Hebrews, 109	Nehemiah, 27	2 Timothy, 106
1 Maccabees, 67	Heptateuch, 3	New Testament, 76	Song of Solomon, 35
1 Peter, 113	Hexateuch, 4	Numbers, 9	Song of the Three Holy Children, 71
1 Samuel, 18	Historical books, 11	Obadiah, 47	Testament of Abraham, 75
1 Thessalonians, 101	History of Susanna, 64	Octateuch, 2	A-Z
1 Timothy, 105	Hosea, 44	Odes of Solomon, 75 A-Z	Testament of Job, 75 A-Z
Five scrolls, 15	Isaiah, 38	Old Testament, 1	Testaments of the three patriarchs, 75 A-Z
4 Ezra, 75 A-Z	James, 111	Pastoral epistles, 103	Testaments of the 12 patriarchs, 75 A-Z
4 Maccabees, 75 A-Z	Jeremiah, 39	Pentateuch, 5	Thessalonians, 100
Galatians, 96	Job, 31	Peter, 112	3 Enoch, 75 A-Z
Genesis, 6	Joel, 45	Philemon, 108	3 John, 118
Gospel according to the Hebrews, 122 A-Z	Johannine literature, 83	Philippians, 98	3 Maccabees, 75 A-Z
Gospel of Nicodemus, 122 A-Z	John, 84	Poetical books, 30	Timothy, 104
Gospel of Peter, 122 A-Z	Jonah, 48	Prayer of Manasseh, 69	Titus, 107
Gospel of Pseudo- Matthew, 122 A-Z	Joseph and Asenath, 75 A-Z	Prophets, 36	Tobit, 72
Gospel of the infancy according to St. Peter, 122 A-Z	Joshua, 12	Protevangelium, 122 A-Z	Transitus Mariae, 122 A-Z
Gospel of the twelve apostles, 122 A-Z	Jude, 119	Proverbs, 33	Wisdom literature, 29
Gospels, 78	Judges, 13	Psalms, 32	Wisdom of Solomon, 73
Gospels (Apocryphal books) 122 A-Z	Judith, 65	Psalms of Solomon, 75 A-Z	Zechariah, 54
	Kings, 20	Rest of Esther, 70	Zephaniah, 52
	Lamentations, 40	Revelation, 120	
	Leviticus, 8	Romans, 92	
	Logia Iesou, 122 A-Z	Ruth, 16	
	Luke, 82	Samuel, 17	
	Luke and Acts, 81	2 Chronicles, 23	
	Major prophets, 37	2 Corinthians, 95	
	Malachi, 55	2 Enoch, 75 A-Z	
	Mark, 80	2 John, 117	
		2 Kings, 22	

### CANONICAL ARRANGEMENT

The order is that of the English authorized version with insertion of the names of groups of books before the first book in the group

1. Old Testament	14. Hagiographa	28. Esther	39. Jeremiah
2. Octateuch	15. Five scrolls	29. Wisdom literature	40. Lamentations
3. Heptateuch	16. Ruth	30. Poetical books	41. Ezekiel
4. Hexateuch	17. Samuel	31. Job	42. Daniel
5. Pentateuch	18. 1 Samuel	32. Psalms	43. Minor prophets
6. Genesis	19. 2 Samuel	33. Proverbs	44. Hosea
7. Exodus	20. Kings	34. Ecclesiastes	45. Joel
8. Leviticus	21. 1 Kings	35. Song of Solomon	46. Amos
9. Numbers	22. 2 Kings	36. Prophets	47. Obadiah
10. Deuteronomy	23. Chronicles	37. Major prophets	48. Jonah
11. Historical books	24. 1 Chronicles	38. Isaiah	49. Micah
12. Joshua	25. 2 Chronicles		50. Nahum
13. Judges	26. Ezra		51. Habakkuk
	27. Nehemiah		

52. Zephaniah	69. Apocrypha.	81. Luke and Acts	102. 2 Thessalonians
53. Haggai	Prayer of	82. Luke	103. Pastoral
54. Zechariah	Manasses	83. Johannine	epistles
55. Malachi	70. Apocrypha.	literature	104. Timothy
56. Apocrypha and	Rest of Esther	84. John	105. 1 Timothy
Apocryphal	71. Apocrypha.	85. Acts, Epistles	106. 2 Timothy
books	Song of the	and Revela-	107. Titus
57. Apocrypha	Three Holy	tion	108. Philemon
58. Apocrypha.	Children	86. Acts and Epis-	109. Hebrews
Baruch	72. Apocrypha.	ties	110. Catholic
59. Apocrypha.	Tobit	87. Acts	epistles
Bel and the	73. Apocrypha.	88. Epistles and	111. James
Dragon	Wisdom of	Gospels,	112. Peter
60. Apocrypha.	Solomon	Liturgical	113. 1 Peter
Ecclesiasticus	74. Apocryphal	89. Epistles and	114. 2 Peter
61. Apocrypha.	books	Revelation	115. Epistles of
Esdras	75. Apocryphal	90. Epistles	John
62. Apocrypha.	books, A-Z	91. Epistles of	116. 1 John
1 Esdras	[Individual	Paul	117. 2 John
63. Apocrypha.	apocryphal	92. Romans	118. 3 John
2 Esdras	books in al-	93. Corinthians	119. Jude
64. Apocrypha.	phabetical	94. 1 Corinthians	120. Revelation
History of	order]	95. 2 Corinthians	121. Apocryphal
Susanna	76. New Testa-	96. Galatians	books
65. Apocrypha.	ment	97. Ephesians	122. Apocryphal
Judith	77. Gospels and	98. Philippians	books, A-Z
66. Apocrypha.	Acts	99. Colossians	[Individual
Maccabees	78. Gospels	100. Thessalonians	apocryphal
67. Apocrypha.	79. Matthew	101. 1 Thessalo-	books in al-
1 Maccabees	80. Mark	nians	phabetical
68. Apocrypha.			order]
2 Maccabees			

---

# Appendix V

---

---

## LIST OF THE RULES RECOMMENDED TO SMALL LIBRARIES. COMPREHENSIVE EXAMPLE.

It is recommended that libraries which require a simple arrangement adopt and check the rules listed below:—

- 1 Basic rule
- 2: a,c Modified letters (umlaut, etc.)
- 3: c Ampersand
- 4: a,b,d Initials
- 5 Abbreviations
- 6 Elisions
- 7 Initial article
- 8 Punctuation marks
- 9 Numerals
- 10: a Words spelled in two ways
- 11 Hyphenated and compound words
- 12 Names compounded of two words
- 13 Names with a prefix
- 14 Oriental names
- 15 Names spelled differently (including *Note*)
- 16 Forenames (general rules)
- 18 Forename entries (Arrangement 2)
- 19 Surname entries
- 20: b Compound surnames
- 21: b Name of clan, family, etc.
- 22: b Firm names
- 23 Nobleman's title
- 24: b Order of entries (Alphabetic order)
- 25 Arrangement under author (general rules)
  - 25: a (Works by the author) 1, 2, 3, 4, 5, 6, 7 (a)
  - 25: b (Works about the author)
- 27 Corporate entries

29      Bible (Alphabetic order) *See Note* following the example for a still more simple arrangement.  
32      Place arrangement (Alphabetic order)  
35      Subject arrangement (Alphabetic order) *See Note* following example for a still more simple arrangement.  
36      *See also* references  
37      Title arrangement *a, b, c, d, e, f2*  
38      Chronological and numerical arrangements

The entries in the following comprehensive example are arranged according to the simplest alphabetical order, except that personal surnames precede other entries beginning with the same word (*see Rule 24: b2*). Small libraries may prefer to interfile personal names also.

#### COMPREHENSIVE EXAMPLE

A B C book  
A. E. see Russell, George William  
A., F. P. see Adams, Franklin Pierce  
A.L.A. see American library association  
A.L.A. booklist  
A la mer  
Aagard, Carl Johann  
Abbot, Willis John  
Abbott, Albert  
Abbott, Miss E. C.  
Abbott, Edith  
'Abd al-Hamid II, sultan of the Turks  
'Abd al-Latif  
'Abd Allāh ibn Ahmad, called Ibn al-Baitar  
'Abd Allāh Sfer, pasha  
'Abd el-Halim Kararah, Muhammad  
Abdullah, Achmed  
À Beckett, Arthur William  
Abee, Fritz  
About face  
Abū al-'Alā  
Abū al-Fidā  
Abū Bakr ibn al-Tufail, Abu Ja'far  
Abū Sa'īd  
Abucacim  
Abū'l 'Alā, see Abu al-'Alā  
Abūl-Fazl, mirza  
L'abuse en court  
R. Accademia dei Lincei, Rome  
ACCIDENTS  
1812; ein historischer roman [achtzehnhundert zwölf]  
American library association  
American library association, see also titles beginning  
    A. L. A.  
American peace congress, 1st, New York, 1907  
American peace congress, 3rd, Baltimore, 1911

— — and ships and sealing wax  
Andersen, Hans Christian  
Anderson, Arthur  
Anderson, James  
Anderson's college, Glasgow  
Anderssen, Adolf  
Art, v.1 - [title of a periodical]  
ART  
    Brown, G.B. The fine arts  
ART  
    Brownell, Baker. Art in action  
ART  
    Thurston, C.H.P. Structure of art  
Art: a commodity  
Art age  
ART - American  
ART - Ancient  
Art, and Mrs Bottle  
ART AND MORALS  
ART - BERLIN  
ART - BIBLIOGRAPHY  
ART - DECORATIVE  
Art foliage  
ART - FRANCE  
ART - GREEK  
ART - HISTORY  
ART INDUSTRIES AND TRADE  
ART - MUNICIPAL  
L'art romantique  
ART - U.S.  
Art weaving  
Atlantic readers. Primer  
Atlantic readers. Bk.1  
Atlantic readers. Bk.3  
Bible  
    The Bible and its story  
Bible  
    Die Heiligen Schriften  
Bible  
    The Holy Bible... 1885  
Bible  
    The Holy Bible... 1904  
Bible  
    La Sainte Bible  
Bible  
    The Scofield reference Bible  
BIBLE  
BIBLE AND SCIENCE  
BIBLE - ANTIQUITIES  
Bible as literature  
Bible beautiful  
BIBLE - BIBLIOGRAPHY  
A bible for freshmen

Bible music  
Bible. N.T.  
Bible. N.T. Gospels  
Bible. O.T.  
BIBLE. O.T.  
Bible. O.T. Amos  
Bible. O.T. I Chronicles  
Bible. O.T. II Chronicles  
Bible. O.T. Daniel  
BIBLE. O.T. DANIEL  
BIBLE. O.T. - HISTORY  
Bible. O.T. Pentateuch  
Bible. Paraphrases  
Bible plays [a title]  
Bible. Selections  
BIBLE - VERSIONS  
Bibliothèque d'anthologie  
Bibliothèque d'histoire  
Bibliothèque de la révolution  
Bohlen lectures, 1899  
    Nash, H.S. Ethics and revelation  
Bohlen lectures, 1925  
    Bell, W.C. Sharing in creation  
Böök, Fredrik  
Book, William Frederick  
The book about aircraft  
BOOK-BINDING, see BOOKBINDING  
BOOK COVERS  
A book of garden flowers  
BOOKBINDING  
BOOKBINDING, see also BOOK COVERS  
Bookbinding and the care of books  
BOOKBINDING - EXHIBITIONS  
BOOKBINDING - GREAT BRITAIN  
BOOKBINDING - HISTORY  
Bookbinding leather committee  
BOOKBINDING - MOHAMMEDAN  
BOOKBINDING - U.S.  
The Bookman. London [a periodical]  
The Bookman; a review of books and life. New York  
The Bookman; an illustrated literary journal. New York  
The Bookman  
    Robert Louis Stevenson  
The Bookman anthology of essays  
The bookman's manual. 1935  
The bookman's manual. 1928  
BOOKS  
Books; a weekly review  
Books about books  
Boy Scouts  
BOYCOTT  
BOYS' CLUBS  
Boy's King Arthur

Boys of '76  
Brown, Capt  
Brown, Mrs  
Brown, A. G.  
Brown, Albert  
Brown, John  
Brown, John, pseud.  
Brown, Sir John  
Brown, John, 1716-1766  
Brown, John, d.1811  
Brown, John, 1810-1882  
Brown America  
Brown & Sharpe manufacturing co.  
Brown brothers and company  
Brown county almanack  
BROWN CO., OHIO  
BROWN CO., WISC.  
BROWN FAMILY  
Brown university  
Brownbill, John  
Browne, pseud.  
Browne, A. K.  
Caterina, see also Catherine  
Caterina Cornaro, queen of Cyprus  
Caterina da Siena, Saint  
Caterina, Saint, of Bologna  
Catesby, Mark  
Catharina, see Catherine  
Catharine, see Catherine  
Cather, Willa Sibert  
Catherine, see also Caterina; Katherine  
Catherine [a title]  
Catherine de Gardeville [a title]  
Catherine de Médicis, queen consort of Henry II,  
king of France  
Catharine I, empress of Russia  
Catharine Frances, sister  
Catherine Howard [a play]  
Catharine Howard, queen consort of Henry VIII  
Catharine of Aragon, queen consort of Henry VIII  
Catharine, of Bologna, Saint, see Caterina, Saint,  
of Bologna  
Catharine of Braganza, queen consort of Charles II  
Catharine of Siena, Saint, see Caterina da Siena,  
Saint  
Catherine Parr, queen consort of Henry VIII  
Catharine, Saint, of Bologna, see Caterina, Saint,  
of Bologna  
Catharine, Saint, of Siena, see Caterina da Siena,  
Saint  
Catherwood, Benjamin Franklin  
Catholic church  
CATHOLIC CHURCH

CATHOLIC CHURCH - BIOGRAPHY  
Catholic church. Councils  
CATHOLIC CHURCH - HISTORY  
Catholic church. Pope  
Charlemagne  
Charles, David  
Charles, William  
Charles [a title]  
Charles Alexander, duke of Lorraine  
Charles Auchester, a novel  
Charles Borromeo, Saint, see Carlo Borromeo, Saint  
Charles City, Iowa  
Charles d'Orléans  
Charles Dickens in London  
Charles, duke of Burgundy (le Teméraire)  
Charles II, duke of Lorraine  
Charles V, emperor of Germany, see Karl V, emperor of Germany  
CHARLES FAMILY  
Charles II, king of France  
Charles IX, king of France  
Charles I, king of Great Britain  
Charles II, king of Great Britain  
Charles Martel, mayor of the palace  
The Charles men  
Charles-Roux, François  
Charles, the Bold, see Charles, duke of Burgundy (le Teméraire)  
Charles, the Great, see Charlemagne  
Charleston, S.C.  
CHILDREN  
CHILDREN, see also CHILD STUDY; YOUTH  
CHILDREN - BIBLIOGRAPHY  
CHILDREN - BIOGRAPHY  
CHILDREN - CARE AND HYGIENE  
CHILDREN - CARE AND HYGIENE; see also CHILDREN - NUTRITION; SCHOOL HYGIENE  
Cicero, Marcus Tullius (Works by)  
    Ars oratoria; selections  
    Cato major de senectute  
    Cicero's correspondence  
    A defense of old age  
    Letters to his friends  
    Orations...ed. by Moore  
    Orations...ed. by Yonge  
    (Cicero): ten orations and selected letters  
    The works of Cicero  
CICERO, MARCUS TULLIUS (Works about)  
    Boissier  
        Cicero and his friends  
    Conway  
        Makers of Europe  
        Caesar the destroyer. The originality of Cicero.

CICERO - BIBLIOGRAPHY  
Concord, a poem  
Concord and Lexington  
Concord antiquarian society  
CONCORD, BATTLE OF  
Concord days  
CONCORD, MAINE  
Concord, Mass.  
CONCORD, MASS.  
Concord, Mass. Convention, July 14, 1774  
CONCORD, MASS. - HISTORY  
Concord, Mass. Trinity church  
Concord, N.H.  
Concord, N.H. Public library  
Concord railroad corporation  
CONCORD RIVER  
CONCORD SCHOOL OF PHILOSOPHY  
Concord, Tenn. Farragut school  
Cooperative marketing  
Co-operative movement  
De la terre à la lune  
De libris  
Defos, Daniel  
De la Roche, Mazo  
Delarue, A. O.  
De La Rue, Warren  
Delarue-Mardrus, Lucie  
Delaware  
Del Mar, Alexander  
Dem dichter in der fernen bild geblieben [initial article  
not in nominative case]  
DeMorgan, Joseph  
Eine von zu vielen [numeral]  
El Dorado  
Eldorado, Neb.  
El Paso, Texas  
Eine kleine gefälligkeit [initial article]  
Labour and industry  
Labor economics  
Laboulaye  
Labour, see spelling Labor  
Lang, Andrew  
Adventures among books  
Lang, Andrew, ed.  
Lang, Mrs Leonora Blanche  
Book of saints and heroes  
Lang, Andrew  
Homer and the epic  
Lang, Andrew, tr.  
Homerus  
Iliad

Lang, Andrew  
The Maid of France  
The library has also this title in  
French: La Pucelle de France

Lang, Andrew  
The making of religion  
LANG, ANDREW  
THE MAKING OF RELIGION

Tyrell, George  
The faith of the millions. v.2

Lang, Andrew  
La Pucelle de France

Lang, Andrew, ed.  
The red fairy book... il. by Ford and Speed  
\_\_\_\_ ... il. by Lee  
\_\_\_\_ ... il. by Tenggren

Lang, Andrew, jt. auth.

Haggard, Sir H.H.  
The world's desire  
LANG, ANDREW

Gordon, G.S.  
Andrew Lang

Mach, Edmund

McHale, Kathryn

Machard, Alfred

McHardy, D.N.

Machen, Arthur

Machine design

MACHINERY

McHugh, John

MacLaren, J.M.

M'Laren, J.T.

McLaren, L.L.

MacLaren, R.S.

Mistress and maid

Mrs Dane's defense

Mistress of Husaby

Modern American writers, I  
Van Doren, C.C. James Branch Cabell

Modern American writers, II  
Lovett, R.M. Edith Wharton

Modern American writers, V  
Clark, B.H. Eugene O'Neill

Modern drama series  
Andreev, L.N. Savva

Modern drama series  
Becque, Henri. The vultures

Mrs.  
Entries beginning with Mrs. are filed as if spelled  
Mistress

Muel, Leon

Muellenbach, Ernst  
Mueller  
See also Muller (or Müller)  
Mueller, Alfred Don  
Muenscher, Joseph  
La muerta de Néron  
Mugdan, Martin  
MUKDEN, BATTLE OF, 1905  
Mulcahy, William Francis  
Muller (or Müller)  
See also Mueller  
Müller, Adam  
Müller, Adam L.  
Müller, Carl Otto  
Müller, Max  
Münchener bienen-zeitung  
New Amsterdam  
NEW ENGLAND  
New York academy of medicine  
New York. Agricultural experiment station, Geneva  
New York almanacs  
New York (battleship)  
New York cavalry. 10th regt.  
New York (City)  
New York (City) Board of education  
NEW YORK (CITY) - CHARITIES  
New York (City) Common council  
New York city council of political reform  
NEW YORK (CITY) - WATER SUPPLY  
New York collection of music  
New York. College of the city of New York  
New York (Colony)  
New York. Cotton exchange  
New York (County) Court house  
New York day by day  
New York. Public library  
New York school of social work  
New York. Sing Sing prison, Ossining  
New York (State)  
NEW YORK (STATE)  
New York (State) Dept of health  
NEW YORK (STATE) - HISTORY  
New York. State library, Albany  
New York state museum  
New York (State) University  
New York Times  
New York university  
Newark, N.J.  
Newman, John Henry, card.  
De night in de front from Chreesmas [initial article]  
1940 book of houses [nineteen forty]  
1917 war tax guide [nineteen seventeen]  
One hundred and one famous poems

100 bungalows  
150 radio hook-ups [one hundred fifty]  
101 metal-working projects [one hundred one]  
PERSONALITY  
Personality, The family and  
Personality in boys  
Personality, Integration of  
Personality plus  
The pioneers  
Cooper, J.F.  
The pioneers. Philadelphia, Carey & Lea  
\_\_\_\_ London, J.M.Dent  
\_\_\_\_ New York, Sears  
The pioneers  
Mackay, C.D.  
The play of the pioneers  
The pioneers  
Oppenheim, James  
The pioneers  
Saint M\*\*\*\*\*, Victor de, see Saint-Mauris, Victor  
Alexandre, comte de  
Saint Malo, France  
Saint Mark's school, Southborough, Mass.  
St Mars, F.  
Saint-Mars, Gabrielle Anne (Cisterne de Courteras)  
  vicomtesse de  
St Nicholas  
St Paul, Henry  
St Paul, Minn.  
Saint Paul, mother  
Sainte Beuve, Charles Augustin  
Saintine  
San Francisco, Cal.  
San José, Diego  
San tzü ching  
Sanborn, Albert J.  
Santa Fé  
Santa Marina, Luys  
Santagnello, M.  
Shakespeare (Works by)  
  A piacer vostro (As you like it)  
  Aphorisms from Shakespeare  
  As you like it (Ben Greet Shakespeare)  
  (Shakespeare's) As you like it, ed. by Cooper  
  (The comedy of) As you like it (Eclectic classics)  
  As you like it (New Temple Shakespeare)  
  (Shakespeare's comedy of) As you like it, ed. by Rolfe  
  As you like it  
    The library has an Italian translation:  
    A piacer vostro  
  The beauties of Shakespeare

The college Shakespeare  
Comedies, ed. by Craig  
(Shakespeare's) Comedy of error  
Complete works, ed. by Craig (Oxford Shakespeare)  
(Shakespeare's) dramatische werke.  
Edward III, see Edward III (Drama)  
Julius Caesar, ed. by Mabie  
(The plays of Shakespeare. The tragedy of) Julius  
Caesar, ed. by Sykes  
King Richard III, a tragedy  
Longman's school Shakespeare  
(The comedy of) Much ado about nothing  
Oxford Shakespeare; the complete works, ed. by Craig  
Poetical works  
Richard III, see his King Richard III  
Songs and sonnets, ed. by Palgrave  
Songs and sonnets, il. by Robinson  
(Shakespeare's) sonnets  
SONNETS  
Godwin. A new study of the sonnets  
Hitchcock. Remarks on the Sonnets  
The taming of the shrew. Coriolanus Booklovers ed.  
Taming of the shrew. Garrick & Kemble  
The taming of the shrew, a comic opera by Goetz [a  
secondary entry with main entry under Goetz]  
(Shakespeare's comedy of the) Taming of the shrew, ed.  
by Rolfe  
TAMING OF THE SHREW  
Tolman. Shakespeare's part in the "Taming of the  
shrew"  
Two noble kinsmen, see Fletcher, John. The two  
noble kinsmen  
SHAKESPEARE (Works about)  
SHAKESPEARE -- ADAPTATIONS  
SHAKESPEARE -- AUTHORSHIP  
SHAKESPEARE -- BIBLIOGRAPHY  
SHAKESPEARE -- CONCORDANCES, INDEXES, ETC.  
10 story book  
Tenberg, Rudolf  
Ten Broeke, James  
Un de Baumugnes [numeral]  
United States  
United States abridged life tables  
U.S. Agricultural adjustment administration  
U.S. Agriculture, Dept of, see U.S. Dept of  
agriculture  
U.S. air service [a periodical]  
United States album  
U.S. -- ARMY  
U.S. -- ARMY -- CAVALRY  
U.S. -- ARMY -- HISTORY  
U.S. Bureau of the census  
U.S. cavalry. 5th regt., 1855-

U.S. Cavalry school, Fort Riley, Kan.  
U.S. - CENSUS  
U.S. Census, Bureau of, see U.S. Bureau of the census  
U.S. Census office. 7th census, 1850  
U.S. Census office. 11th census, 1890  
U.S. Congress  
U.S. CONGRESS  
U.S. Congress. Committee on the census  
U.S. Congress. House  
U.S. Congress. House. Committee on foreign affairs  
U.S. Congress. Joint committee on Muscle Shoals  
U.S. Congress. Office of legislative counsel  
U.S. Congress. Senate  
U.S. Congress. Senate. Committee on appropriations  
U.S. Congress. Senate. Committee on insular affairs  
U.S. 1st Cong., 1789-1791  
U.S. 2d Cong., 1st sess., 1791-1792  
U.S. 41st Cong., 2d sess., 1869-1870  
U.S. 41st Cong., 3rd sess., 1870-1871  
U.S. Dept of agriculture  
U.S. DEPT OF AGRICULTURE  
U.S. Geological survey  
U.S. - HISTORY  
U.S. - HISTORY - BIBLIOGRAPHY  
U.S. - HISTORY - DRAMA  
U.S. - HISTORY - LOCAL  
U.S. - HISTORY - NAVAL  
U.S. - HISTORY - PERIODICALS  
U.S. - HISTORY (BY PERIODS)  
U.S. - HISTORY - COLONIAL PERIOD  
    - COLONIAL PERIOD - FICTION  
    - COLONIAL PERIOD - FRENCH AND INDIAN  
        WAR, 1755-1763  
    - REVOLUTION  
    - REVOLUTION - CAMPAIGNS AND BATTLES  
    - 1783-1865  
    - CONSTITUTIONAL PERIOD, 1789-1809  
    - WAR OF 1812  
    - 1815-1861  
United States housing corporation  
United States-Mexican commission  
U.S. - NAVY  
U.S. Navy dept  
U.S. official pictures of the world war  
U.S. Penitentiary, Atlanta, Ga.  
United States steel corporation  
WAR  
WAR AND RELIGION  
WAR, ARTICLES OF, see MILITARY LAW  
WAR - CASUALTIES (STATISTICS, ETC.)  
WAR, COST OF  
WAR, DECLARATION OF  
WAR - ECONOMIC ASPECTS

WAR (INTERNATIONAL LAW)  
WAR, MARITIME (INTERNATIONAL LAW)  
War of the worlds  
WAR - RELIEF OF SICK AND WOUNDED  
WAR-SHIPS  
Washington, George  
Washington academy of science  
Washington Co., Ohio  
Washington, D.C.  
Washington, D.C. WHITE HOUSE  
Washington merry-go-round  
Washington, Mt.  
Washington (State)  
WASHINGTON (STATE) - DESCRIPTION AND TRAVEL  
Washington (State) Geological survey  
Washington (State) State library, Olympia  
Washington (Ter.) Governor  
Washington university, St. Louis  
Who is who in America  
Who'd be king  
Whom the gods destroy  
Who's who  
Whose home is the wilderness  
Ye that judge

# Appendix VI

## BIBLIOGRAPHY

### \*Separately Published Codes

Akers, S. G. *Simple library cataloging*. Chicago: American library association, 1933.

“Arrangement of cards in a catalog,” p.132-44.

American library association. *Proceedings of the Catalog Section of the A.L.A.* Chicago: The Association, 1929.

“Committee on standardization of alphabetizing practice, report, 1929, p.30-34.”

\*Barnstead, W. G. *Filing rules for dictionary catalogues*. 2d ed. Toronto: Ball, 1934. 14p.

Recommended by the Minister of education for use in the public libraries of Ontario.

Bishop, W. W. *Practical handbook of modern library cataloging*. Baltimore: Williams & Wilkins co., 1924.

“Filing,” p.111-14.

British museum. Department of printed books. *Catalogue of printed books in the British museum*. Vol. 1. London: British museum, 1841.

“Rules for the compilation of the catalogue,” p.v-ix.

Cambridge university. Library. *Rules for the catalogues of printed books, maps and music*. London: Macmillan, 1927.

“Arrangement in catalog,” p.50-53.

Childs, J. B. “Rules for alphabetical filing by words in the dictionary catalog . . . together with ‘Manchester,’ a specimen of such filing.” Urbana, Ill.: University of Illinois library school, 1921-22. Mimeographed.

\*Cincinnati. Public library. *Filing rules for the arrangement of the dictionary catalog of the library; County library district of Hamil-*

ton county, Ohio; comp. by A. E. Ewald and A. M. Dunlap. 3d ed. Cincinnati: Cincinnati public library, 1936. 64p.

Clapp, C. B. "Arrangement of cards under place names in a dictionary catalog," *Library Journal*, XXXVIII (February 1913), p.73-77.

\*Cleveland. Public library. *Filing rules for the arrangement of the dictionary catalogs of the Cleveland public library*. Cleveland: Cleveland public library, 1922. 27p.

Cotts, C. W. "Fun (?) of filing." *Wilson Bulletin*, XXIX (March 1933), p.64-65.  
Brief consideration of some differences of opinion in various alphabetizing codes, which show the need of standardization of rules.

Cranshaw, J. "A word or two." *Library Assistant*, XXIX (November 1936), p.259-63.

Cunningham, A. D. "Dictionary catalogue." *New Zealand Library*, I (June 1938), p.85-87.  
Arrangement of entries . . . with reference to analyticals, collections of works by or about a single author, geographical entries, etc.

Cutter, C. A. Rules for a dictionary catalog. 4th ed. Washington: Govt. print. off., 1904.  
"Arrangement," p.111-21.

Dean, H. E. "Numerals vs. words." *Library Journal*, LVIII (June 15, 1933), p.559-60.  
Details of a plan for writing out numerals in title, thus indicating the alphabetic arrangement.

\*Dziatzko, K. F. O. *Instruction für die ordnung der titel im alphabetischen zettelkatalog der Königlichen und Universitäts-bibliothek zu Breslau*. Berlin. 1886. 74p.

Edmands, J. "Rules for alfabeting." *Library Journal*, XII (September, October 1887), p.326-31; p.431-35.

Hastings, C. H. "Proposed manual on the arrangement of cards in alphabetical catalogs." *Bulletin of the American Library Association*, IX (July 1915), 270-73.  
Problems in alphabetizing place names, subdivision under subjects, added entries, editions, books of the Bible and the umlaut listed.

Hitchler, T. *Cataloging for small libraries*. New York: Stechert, 1926.  
"Arrangement," p.262-69.

Holcomb, E. "Filing in the university of California." *Library Journal*, LX (March 15, 1935), p.257.

Description of a method which increases accuracy, lessens fatigue and cuts cost.

Illinois state library. Archives division. *Catalog rules; series for archives material*. Springfield, Ill.: Illinois state library, 1938.  
"Guide cards and filing," p.4-6.

Jewett, C. C. *On the construction of catalogues of libraries, and their publication by means of separate stereotyped titles, with examples*. Washington: Smithsonian institution, 1853.  
"Arrangement," p.59-69.

Kroeger, A. B. "Arrangement of entries in catalogs." *Public libraries*, X (January 1905), 18-19.

Mainly an analysis of differences between 3d and 4th editions of Cutter's rules for a dictionary catalog.

\*Latshaw, R. N. "A comparative study of some rules for the alphabetical arrangement of entries in library catalogs." Urbana, Ill.: Univ. of Illinois, 1928. Typewritten.

Linderfelt, K. A. *Eclectic card catalog rules*. Boston: C. A. Cutter, 1890.

"Alphabetic arrangement of titles," p.46-75.

Mann, M. *Introduction to cataloging and the classification of books*. Chicago: American library association, 1930.  
"Dictionary catalog—arrangement," p.221-29.

Mischoff, W. O. "Catalog from a reader's viewpoint." *Library Journal*, XLVII (December 15, 1932), p.1035-38.  
Critical examination of methods of alphabetizing.

Osborn, A. D. *Prussian instructions; rules in the alphabetical catalogs of the Prussian libraries*. Ann Arbor: Univ. of Michigan pr. 1938.

Arrangement of the like names of different authors, p.66-70; arrangement of like titles for different works, p.92; arrangement of the different editions and translations of the same work, p.92-104; alphabetical arrangement of authors' names and real titles, p.105-06.

Oxford university. Bodleian library. *Rules for the general catalogue of printed books*. Oxford, Oxford university pr. 1933.  
"Alphabetization," Sect. 51-56.

\*Pittsburgh. Carnegie library. *Rules for filing cards in the dictionary catalogues of the Carnegie library of Pittsburgh*. Pittsburgh: Carnegie library of Pittsburgh, 1932. 34p.

Preston, G. J. "Problems involved in an alphabetical arrangement of a library catalog." Urbana, Ill.: Univ. of Illinois, 1936. 143p. Typewritten.

I: Complex features of various filing codes; II: Filing rules for the arrangement of entries in a dictionary catalog; III: Problems involved in attempting a strictly alphabetical arrangement of a dictionary catalog; Conclusion: Bibliography.

(Abstracted in American library association. Catalog Section. *Catalogers' and classifiers' yearbook*. Number 6, 1937. Chicago: American library association, 1937. p.115-17.)

\*Queens Borough public library. *Rules for filing cards in the catalogues of all departments and branches*. [Jamaica] Queens Borough public library, 1933. 47p.

Quinn, J. H., and H. W. Acomb. *Manual of cataloguing and indexing*. London: G. Allen & Unwin, Ltd., 1933.  
"Alphabetical arrangement," p.249-54.

Ranganathan, S. R. *Classified catalogue code*. Madras: Madras library association, 1934.  
"Sequence of entries," p.35-42.

Rathbone, J. A., and F. R. Coe. "Simple filing rules." *Massachusetts Library Club Bulletin*, XXI (June 1931), 37-39.

Sharp, H. A. *Cataloguing*. London: Grafton, 1935.  
"Arrangement of catalogues," p.224-31.

Steele, H. G. "Note on alphabetic order." *Library World*, XV (February 1913), p.247-48.  
Includes a set of rules, p.248.

Stevens, Henry. *Catalogue of American books in the library of the British museum*. London: C. Whittingham, 1866.  
"Rules for the compilation of the Catalogue of printed books," p. ix-xxvii.

Thornton, J. L. *Cataloging in special libraries*. London: Grafton, 1938.  
268p.  
"Filing in special libraries," p.239-45. Discussion of a number of disputed points.

Vatican. Biblioteca vaticana. *Norme per il catalogo degli stampati*. Città de Vaticano: Biblioteca, 1931.

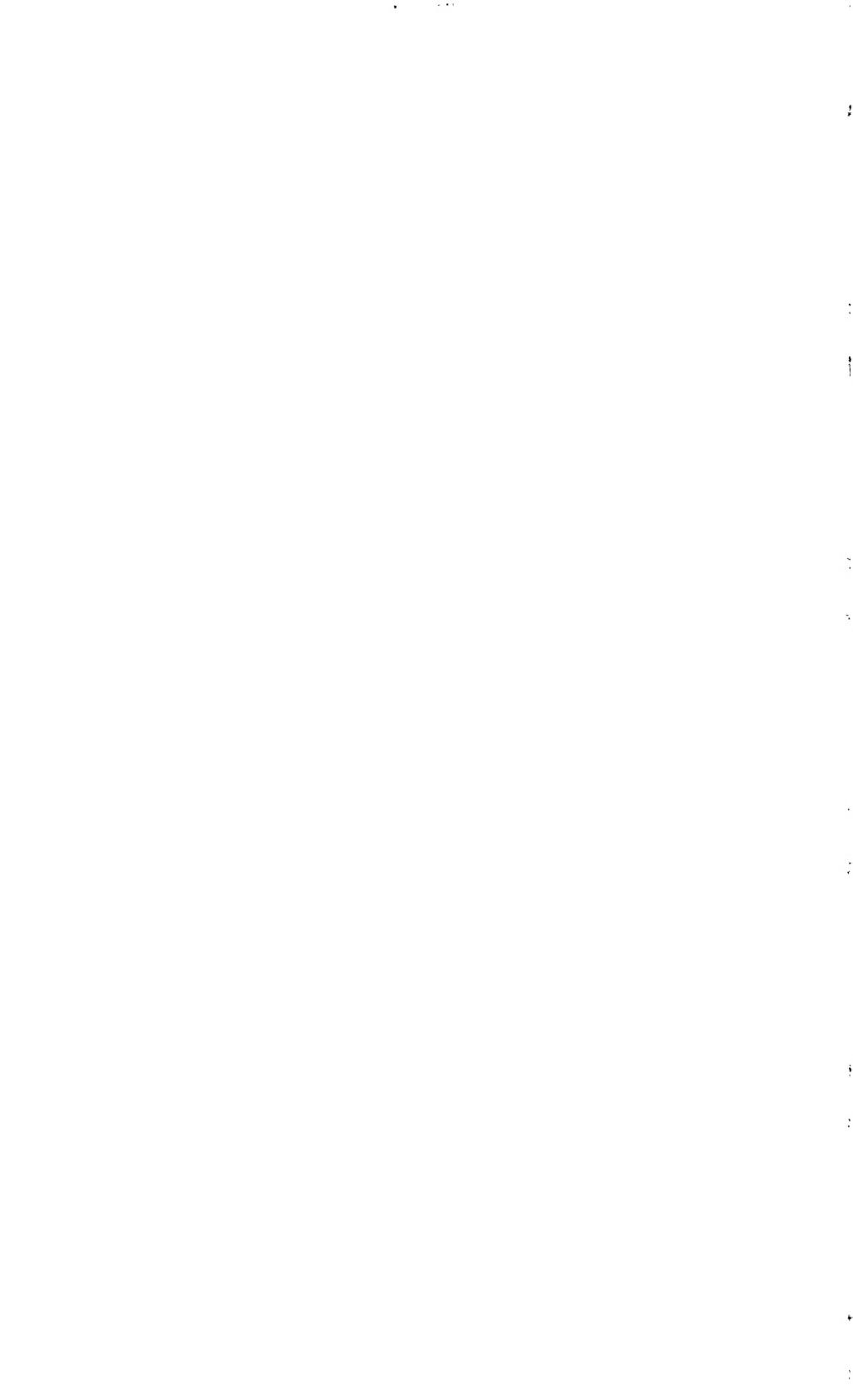
"Ordinamento delle schede nel catalogo alfabetico." p.341-71.

Wilson, M. *School library management*. N.Y.: Wilson, 1931.  
"Rules for arrangement of cards," by B. R. Barden, p.138-46.

Wilson, H. W. co. *Stylebook*. N.Y.: Wilson, 1921. 86p.  
"Alphabeting," p.13-19.

Wood, A. F. "California divides its catalog." *Library Journal*, LXIII  
(October 1, 1938), p.725-26.

Detailed description of routine involved in changing catalog over  
into an author and title and a subject section, consisting of "a division  
within each tray of the authors and titles from the subjects."



# Index

References in boldface type are to rule numbers; those preceded by p. indicate pages; Ex denotes reference to an example; references to footnotes are so marked.

A.L.A. *Catalog rules*, footnote 2, p.2;      Articles  
    footnote 12, p.15  
Ab, Abd, Abi, Abu, 14 a  
Abbreviations, 5  
    in names of learned societies, 5 b  
    Latin, 2 c, footnote 4, p.2  
    of geographical names, 5 a  
Academies, learned, initials in names of, 5 b  
Added author entries, *see* Secondary author entries  
Address, titles of, *see* Titles of honor, distinction, etc.  
Adjectives, denoting royal privilege (K., K.K., R., I., etc.) 5 b  
Airship initials, 4 b  
Akers, S. G. *Simple library cataloging*, footnote 13, p.24  
*al-*, *el-*, in Oriental names, 14 a  
Alphabetizing order, basic rule, 1  
Alumni organizations, p.39  
Ampersand (&) 3 c  
Analytic, author, 25 a (4)  
    subject, 33  
    title same as separate work, 25 a (4)  
*Ancient*, as subject subdivision, 35 a (3)  
*And*, in numerals, 9 a, *note*  
Anonymous classics, 30  
    *see also* Bible  
Anonymous title entries, 38 a  
Anti-, 11 c  
Apostrophe, in elisions, 6, in possessive case, 8, in surnames, 13  
Appellant, 31 a (1)  
Appellatives, after forename, 16 a, 17 a (2) and *note*, 17 b (5)  
    after surname, 19 a  
Arabic names, 14 a  
Arabic, 14 a  
elided, 6  
Hebrew, 14 a  
in place names, 13 a  
initial, 7  
    before inverted title, 37 f  
foreign, 7 a, to be disregarded, footnote 5, p.7, table, Apx. II  
indefinite, same as numeral *one*, 7 b  
prefixed to names, 13 a, to Oriental names, 14 a  
Associations, *see* Societies, organizations etc.  
Asterisks, used in place of author's name, 3  
Author, arrangement under, 25-27  
    classic author, 26  
    corporate author, 27  
    joint author, 25 a (1-2)  
    name at beginning of title, 25 a (3)  
    secondary entry, 25 a (1-2)  
    voluminous author, 26  
Author's name, *see* Forenames, Names  
Ball, A. M., *Compounding in the English language*, footnote 8, p.10  
Bar (Syriac) 14 a (2)  
Basic rule, 1  
Ben, Ibn, 14 a (2)  
Bible, 28-30  
    alphabetic arrangement of parts, 28 c (3)  
    Library of Congress alphabetic index, Apx. IV, p.81-82  
arrangement for large collections, 28, Ex, p.41-42

arrangement for medium collections (alphabetic) 29, Ex, p.43-44  
 arrangement for small collections (single-alphabet) Ex, p.86-87  
 canonical arrangement of parts, 28 c (3)  
 Library of Congress table and index, Apx. IV, p.81-83  
 manuscripts, 28 a  
 Pentateuch and other groups, 28 c (3)  
 versions kept together, 28 b (1 a, alternative)  
 Bibliography, Apx. VI  
 Bishop's see, 23  
 Broadcast station initials, 4 b  
 Business firms, *see* Firm names  
 Byname, after forename, *see* Appellatives

*Capt.*, in author headings, 19 f  
 as abbreviation, 5  
 Charlemagne, Ex, p.45  
 Charles, Ex, p.18, 67, 89  
 Chinese names, 14 b  
 Chronological arrangement, 38  
 conferences and congresses, 38 b  
 editions, 25 a (6)  
 history subdivisions, 31 a (3), Ex, p.59, 61, 95  
 identical names, 19 c  
 laws, statutes, etc., 38 d  
 legislatures, U.S. Congress, 38 e  
 Chronological subject subdivisions, *prelim. note*, 3, p.54, 34 a (3), 35 e (3)  
 Cicero, Ex, p.31-33  
 Cities, *see* Place arrangement  
 Clan names, 21  
 Classes, college, p.39  
 Classic and voluminous authors, 25-26  
 Arrangement 1 (public libraries) 26 a  
 Arrangement 2-3 (large collections) 26 b-c  
 Classics, anonymous, *see* Anonymous classics  
 Co-, 11 c  
 Collected works, *see* Complete works  
 Colleges, *see* Corporate entries; Institutions, public  
 Companies (business) *see* Firm names  
 Compiler, 25 a  
 Complete works, 26 a (1), 26 b (1), 26 c (1 a)  
 Compound names, 12

forenames, 17 a (2), 17 b (6), 18  
 surnames, 20, 21 a  
 with prefix, 13-14  
 Compound words, 11  
 Concord (place name) Ex, p.53  
 Conferences, *see* Congresses  
 Congress (U.S.) Ex, p.65  
 Congresses, 39, b,e  
 Consorts, royal, 17 b (3)  
 Constitutional conventions, 38 b  
 Constitutions, 31-32, *prelim. note*, p.45; Apx. I, footnote 4, p.73  
 Conventions (meetings) *see* Congresses  
 Corporate entries (institutions, societies, etc.) 27  
 under names of country, state, city, etc., *see* Place arrangement  
 Corporate names, initials of, at beginning of titles, 4  
 Corporation names, *see* Firm names  
 Country arrangement, *see* Place arrangement  
 Country or state, inserted after place name, *note*, p.53  
 Criticism, of particular title, edition, etc., 25 a (5), 25 b (1) *exception*, 26 b (1 c)  
 of single works, 26 c (4)  
 Cross references, *see* *See also* references  
 Curves, *see* Parentheses  
 Cutter, C. A. *Rules for a dictionary catalogue*, preface, p.v, rule 300, p. 22; rule 302, p.16; rule 311, footnote 9, p.11; rule 312, footnote 10, p.12; rule 316-17, footnotes 6-7, p.10

D', elided preposition, 6, in names, 13 a  
 Dates, after personal names, 19 c-d  
 alphabetized as spoken, 9  
*see also* Chronological arrangement  
 De, dialect article, 7 c  
 De, del, des, foreign prepositional articles, 7  
 prefixes in names, 13  
 Defendant, 31 a (1 a)  
 Designation of rank, *see* Rank, designation of  
 Different kinds of entry, order of, 24  
 alphabetic order, 24 b; classed order, 24 a  
 Dr., as abbreviation, 5 a  
 as title of honor, etc., 19 f

Doubtful works, *see* Spurious and doubtful works

Dukes of, 21

Dutch *y*, 2 c

Dynasty, name of, 21

Editions, 25 a (6); arranged by date, Ex, p.27; arranged by editor, Ex, p.31-33; arranged by illustrator, Ex, p.29; arranged by publisher, Ex, p.27; arranged by series, footnote 19, p.33; arrangement of title entries, 37 a

Editor, as main entry, 25 a (1)  
as secondary entry, 25 a (1-2)  
editions arranged by, 26 a (1)

*El-*, *al-*, as prefix in names, 13-14

Elided prefix, names with, 13

Elisions, 6

Entries under same word, order of, 24

Epithets, in names of sovereigns, etc., 16 c, footnote 12, p.15  
*see also* Appellatives

Ex-, 11 c

Facsimiles, 26 b (1 a-b)

Family name, 21

Father (*père*, etc.) 17 a (1), Ex, p.16-17, 19

Figures, *see* Numerals

Firm names, 22

Fitz, prefix in names, 13 a

Foreign articles, elided, 6 *exception initial*, 7  
to be disregarded, table of, Apx. II

Foreign learned societies, *see* Learned societies

Foreign prepositions, elided, 6 *exception*

Forenames  
arrangement of entries, 16-18  
before surname entries, 17  
classed order (Cutter) 17 b  
following surname entries (alphabetical order) 18  
compound, 17 a (2), 17 b (6), note 2, p.18, 18  
followed by appellation, 17 a (2)  
followed by second forename, 16 d  
in family names, 21  
in firm names, 22  
surname arranged by, 19 a-c  
with epithet, 16 c, footnote 12, p.15

Form subject subdivisions, *prelim. note* 2, p.54, 34 a (2), 35 a (2)

Fragments, classic authors, 26 a (2-3)

General secondary entry, *see* Secondary author entries

Geographical names, abbreviations, 5 a  
article prefix, 13  
compound, 12  
headings beginning with, *prelim. notes* 5-6, p.46  
arrangement of, *see* Place arrangement  
inverted, 34 a (7)

Geographical subject subdivisions, *prelim. note* 4, p.54, 34 a (5), 35 a (2)

Gothic *v* and *vv*, 2 c (2)

Government bodies, official, *prelim. note* 1, p.45, 31 a (1)  
topical word arrangement, 31 a (1c)  
*see also* Place arrangement

Guide-cards, 26 (general note) 26 a (3), and v.p.

Ha-, he-, Hebrew article, 14 a

Headings, inverted, *see* Inverted headings

Hebrew names, 14 a

Historical person in anonymous classic heading, 30 b

History subdivisions, period and other subheads of, 31 a (3), Ex, p.59, 61, 95

Hitchler, Theresa, *Cataloguing for small libraries*, footnote 11, p.14

House of, 21

Hyphenated prefix, *see* Prefix

Hyphenated words, 11

Ibn, 14 a (2)

Illustrator, 25 a (1, 6)  
editions of same title arranged by, Ex, p.29

Indefinite article same as numeral one, 7 b

Initial article, 7  
before inverted title, 37 f  
foreign, to be disregarded, table of, Apx. II

prefix to names, 13 a, to Oriental names, 14 a  
same as numeral one, 7 b

Initials, 4  
as abbreviations, 5 a

at beginning of title, 4  
 forename, 19 b  
 in geographical headings, 5 a  
 in names of firms, 22 a  
 in names of learned societies, 5 b  
 in place of author's name, 4 c-d  
 inverted, 4 c-d  
 Institutions, public, nonofficial, *prelim.* note 2, p.46, 31 a (1)  
 see also Place arrangement; Societies, organizations, etc.  
*Inter-*, 11 c  
 Inverted headings  
 geographical, *prelim.* note 7, p.46, 34 a (7)  
 initial article in, 37 f  
 initials, 4 c-d  
 place names, 34 a (7)  
 subject, *prelim.* note 5, p.54, 34 a (5), 35 a (2)  
 title, 37 f  
 John, Ex, p.16-17  
 Joint author, 25 a (1-2)  
 K., KK., R., I., etc. in names of societies, 5 b  
 Kings, see Sovereigns  
*L', la, las, le, les*, in names, 13 a  
 as initials articles, 7 Apx. II  
*Lady*, in author headings, 19 f  
 Lang, Andrew, Ex, p.28-30  
*Latin i* and *j*, 2 c (1)  
 Laws, statutes, etc., 38 d, Apx. I, footnote 5, p.73  
 Learned societies, initials in names of, 5 b  
 see also Societies, organizations, etc.  
 Legislatures, 38 e  
 Library of Congress, p.12, 15-16, 39, 47, 53-56  
 Bible arrangement, table of, Apx. IV  
*Classification schedule P-PZ (Literature)* footnote 15, p.30  
*Subject headings*, footnote 25, p.54  
*Transliteration rules*, footnote 2, p.2  
 Linderfelt, K. A., *Eclectic card catalog rules*, note 1, p.18  
 Local institutions, see Institutions, public; Societies, organizations, etc.  
 London, Ex, p.49-51  
*Lord*, in author headings, 19 f  
 Lords, see Noblemen  
*M'* (Mc, Mac), 13 b  
*Mme.* (Mlle.) as abbreviation, 5 a  
 in author heading, 19 f  
 Magazine, see Periodical  
 Manuscripts, 26 b (1a)  
 Bible, 28 a, Ex, p.41, 43  
 Mary, Ex, Apx. I, p.68-69  
*Medieval*, as subject subdivision, 34 a (3)  
*Mid-*, 11 c  
*Mr.* and *Mrs.*, as abbreviations, 5 a  
 in author headings, 19 f  
*Modern*, as subject subdivision, 34 d (3)  
 Modified letters, 2  
 Mohammedan names, 14 a  
*Mother*, 17 a (1), Ex, Apx. I, p.69  
 Names, Arabic, 14 a  
 clan, 20  
 compound, 12  
 corporate, arrangement of, 27  
 dynastic, 20  
 family, 20  
 firm, 21  
 forenames, arrangement of, 16-18  
 geographical, see Geographical names  
*Hebrew*, 14 a  
*Mohammedan*, 14 a (2)  
*Oriental*, 14 a  
 place, arrangement of, 31-32  
 pseudonyms, 19 e  
 spelled differently, 15  
 subject entry, 24 a (2), 24 b (3)  
 surnames, arrangement of, 19-22, 24 b (2)  
 Turkish, 14 a  
 with prefix, 13  
 without date, 19 d  
*New*, in compound names, 12  
*New Testament*, see *Bible*  
 New York, alphabetic arrangement, Ex, p.74-75  
 grouped arrangement, Ex, p.71-72  
 Newspaper titles, see Periodical titles  
*Nobelman's title*, 23  
*Noblemen*, 17 a (1), 17 b (4), 18, Ex.  
*Non-*, 11 c  
*North*, in compound names, 12  
 Numerals, 9  
 after headings otherwise identical, 9 c, 38  
 at beginning of titles, 9 b  
 following forenames, 16 b-d

in foreign languages, table of, Apx. III  
 same as indefinite article *one*, 7 b  
 Numerical arrangement, 9 b-c, 38  
*see also* Chronological arrangement

O', in names, 13 a  
 Official headings, *see* Government bodies, official; Institutions, public; Place arrangement

Old, in compound names, 12  
 Old Testament, *see* Bible  
 Order of entries, alphabetic, 24 b  
 classed, 24 a  
 Organizations, *see* Societies, organizations, etc.  
 Oriental names, 14

*Pan-*, 11 c  
 Parentheses, in subject headings, 34 a  
 (6), 35 a (2), Ex, p.58  
 in titles, 8  
 Partial collections of an author's works, 26 a (2), 26 b (2), 26 c (1b)  
 Pentateuch, 28 c (3)  
 Period divisions, *see* Chronological arrangement; Chronological subject subdivisions; History subdivisions, arrangement of period subheads  
 Periodical titles, 37 c-e  
 Personal names, *see* Names  
 Phrase headings beginning with a geographical name, *prelim. note* 9, p.46, 31 a (3), 32 a-b  
 Place arrangement, 31-32  
 alphabetic order, 32  
 grouped order, 31; 3-group, 31 a, 2-group, 31 b  
 place as subject, 31 a (2), 31 b  
 places of same name, 31 a (4), 32 d  
 Place names, *see* Geographical names  
 Plaintiff, 31 a (1a)  
 Popes, 17 a (1), 17 b (2), *note* 1, p.18  
 Polyglot Bible, 28 a (1), 29, Ex, p.43  
 Possessive case, 8  
*Post-*, 11 c  
*Pre-*, 11 c  
 Prefix, Hyphenated words, 11 c  
 Names with a prefix, 13-14  
 Prepositions, compounded with initial article, 7 a  
 elided in foreign languages, 6 exception  
 Princes, 17 a (1), 17 b (4), 18, Ex

*Pro-*, 11 c  
 Proper names, *see* Names  
 Pseudonym, 19 e  
 Publisher, editions arranged by, 25 a (6), Ex, p.27  
 Punctuation, 8  
 in alphabetic place arrangement, 32 a  
 in alphabetic subject arrangement, 35 a, *note*  
 inverted titles, 38 f (2)  
 periodical titles, 38 c  
 societies, etc., titles beginning with a geographic name, 31 a (3)  
 Queen consorts, 17 b (3)  
 Queens, *see* Sovereigns

Radio broadcasting stations, initials, 4 b  
 Rank, designations of, 17 b (1)  
 order of, *note* at bottom of p.16, 17 b, *note* 1, p.18

*Re-*, 11 c  
 References, *See also*, 36  
 Regiments, 38 c  
 Renaissance, as subject subdivision, 34 a (3)  
 Reprints, 26 b (1 b)  
 Rulers, *see* Sovereigns

Sacred books, *see* Anonymous classics; Bible  
 Saint, Sainte, abbreviations, 5 a  
 in compound names, 12  
 Saints, 17 a (1), 17 b (1), Ex, p.68-70  
 Same word, order of entries under, 24  
 San, Santa, in compound names, 12  
 Secondary author entries, 25 a (1-2)  
*See also* references, 36  
 Selected works (partial collections), 26 a (2), 26 b (2-3), 26 c (1 b)  
 Selections (anthologies, extracts, quotations, etc.) 26 a (2), 26 b (6), 26 c (1 e)  
 Series, 38 a  
 Shakespeare, William, Ex, p.33-35  
 Ships, names of, *prelim. note* 8, p.46, Ex, p.51-52  
 Signs and symbols, 3  
 Single works, 26 a (3), *notes* 1-2, p.30, 26 b (3), *note*, 26 b (4), 26 c (1 c)  
*Sir*, in author headings, 19 f  
*Sister*, 17 a (1), Ex, p.69  
 Societies, organizations, etc., 27  
 initials used for, 4 b, 6 b, d

without country designation after place name, p.49  
*see also* Institutions, public; Place arrangement

Sovereigns, arrangement under common name, 17 a (1), 17 b (3), note 1, p.18, 18, Ex, also Ex, p.67-70  
 epithets in names of, 16 b  
 numerals in names of, 16 b  
 second forename, 16 d

Special letters, 2

Spelling, variations in, *see* Names spelled differently; Words spelled in two ways

Spurious and doubtful works, 26 a (2-3), 26 b (5), Ex, p.35

St., Ste., 5 a

Stevenson, R. L., Ex, p.27

Subdivisions, anonymous classics, 30 a  
 Bible, 28-29  
 chronological, *see* Chronological subject subdivisions  
 corporate headings (societies, etc.) 27 b  
 geographical, *see* Geographical subject subdivisions  
 history, *see* History subdivisions, period subheads  
 inverted, 34 a (5), 35 a (2)  
 language (Bible, etc.) 28 a-b, 29 a  
 parenthetical, 34 a (6), 35 a (2), Ex, p.58  
 period, *see* Chronological subject subdivisions  
 personal name headings, 25 a (3), 25 b (2)  
 place arrangement, 31 a (1 b-c), 31 a (2), 32 a  
 subject arrangement, *prelim. notes* 2-6, 8, p.54, 34 a (2-7), 35 a (2-3), *note*, bottom p.61

Subject, inverted, *see* Inverted headings, subject

Subject arrangement, 33-35  
 alphabetic order, for small libraries, *note*, p.61, Ex, Apx. V  
 grouped order (based on L.C. list) 34  
 simplified order, 35  
 subdivisions of a subhead, 34 b

Subject entries, corporate names, 24 a (2), 24 b (3)  
 personal names, 24 a (2), 24 b (3)

subject same as title heading, 24 a (1), 24 b (4)  
 Subject subdivisions, *see* Subdivisions, subject

Subtitle disregarded, in different editions, 25 a (6), p.27  
 in periodicals, 37 c

Surname entries, arrangement, 19-22  
 before entries beginning with same word, 24 b (2), note, p.24

Surnames, *see* Names

Symbols, *see* Signs and symbols

Talmud, Ex, p.45

Thomas, Ex, Apx. I, p.68-70

Title, abbreviations in, 5  
 analytic, 25 a (4)  
 anonymous, 37 a  
 arrangement under author, 25-26  
 as main entry, 37 a  
 best known title, 26 a (3), note, p.31, 26 b (3-4)  
 different editions, 25 a (6), 37 b  
 elisions in, 6  
 hyphenated words at beginning of, 12  
 initial article in, 7  
 initials at beginning of, 4 c-d  
 inverted, 37 f  
 numerals in, 9  
 original title, 26 a (3), footnote 15, p.30  
 periodical, 37 c-e  
 punctuation in, 8  
 same as subject heading, 23 b (4), 32 c  
 translated, 25 a (7a)

Titles of honor and distinction, 19 a, f

Topical word order, 31 a (1 c)

*Trans-*, 11 c

Translations, 25 a (7), 26 c (2)  
 arranged by language, 25 a (7 b), 26 b (1 c), 26 b (4 b), 26 c (2)  
 arranged by title, 25 a (7 a)

Translator, 25 a (1)

Transliteration, footnote 2, p.2

*Tri-*, 11 c

Turkish names, 14

Typographical characters, 2-3, footnote 4, p.2

Umlaut, 2

United States, Ex, p.75-77 (alphabetic order) p.72-74 (grouped order)

U.S.—Congress, Ex, p.65-66  
U.S. Govt print. off., *Manual of foreign languages for the use of printers and translators*, footnote 1, p.1, footnote 4, p.2, footnote 5, p.7, p.129-30  
U.S.—History, Ex, p.59  
Universities, *see* Corporate entries; Institutions, public

V (for U) and VV (for W), 2 c (2)  
*Van*, prefix in names, 3 a  
Vatican. *Biblioteca vaticana, Norme per il catalogo degli stampati*, footnote 3, p.2  
Voluminous authors, *see* Classic and voluminous authors

Washington, Ex, alphabetic order, p.53-54; 3-group order, p.50-51; 2-group order, p.51-52  
Who's, Ex, p.7  
Word by word filing, 1 b  
Words spelled in two ways, 10  
names spelled differently, 15  
Works about author, 25 b  
Works by author, 25 a; by classic author, 26  
Works, complete, *see* Complete works

ÿ (Dutch character) 2 c  
Ye (personal pronoun) 7 c

Zu, Zur, prefix in names, 13 a

**The American Library Association**, established in 1876, is an organization of libraries, librarians, library trustees and others interested in the responsibilities of libraries in the educational, social and cultural needs of society. It is affiliated with more than fifty other library associations in this country and abroad. It works closely with many organizations concerned with education, recreation, research, and public service. Its activities are carried on by a headquarters staff, voluntary boards and committees, and by divisions, sections, and round tables, all interested in various aspects or types of library service. Its program includes information and advisory services, personnel service, field work, annual and midwinter conferences, and the publication—not for profit—of numerous professional books, pamphlets and periodicals.





CHALMERS

CENTRAL ARCHAEOLOGICAL LIBRARY,  
NEW DELHI

---

Catalogue No. 025.3/Ris - 15145

---

Author— Hines, Sophie M.

Title— A.I.A. rules for filing catalog  
cards.

*"A book that is shut is but a block"*

CENTRAL ARCHAEOLOGICAL LIBRARY  
GOVT. OF INDIA  
Department of Archaeology  
NEW DELHI.

Please help us to keep the book  
clean and moving.